

January 22, 2019 7:00 P.M.

JONES COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET

TRENTON, NC 28585

MINUTES

COMMISSIONERS PRESENT:

Mike Haddock, Chairman
Frank Emory, Vice-Chairman
Sondra Ipock-Riggs, Commissioner
James Harper, Commissioner
April Aycock, Commissioner
Charlie Dunn, Jr., Commissioner
Charlie Gray, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager
Angelica Hall, Clerk
Brenda Reece, Finance Officer

COMMISSIONERS ABSENT:

The Chairperson called the meeting to order and Commissioner Frank Emory gave the invocation.

MOTION was made by Commissioner Frank Emory, seconded by Commissioner Sondra Ipock-Riggs and unanimously carried **THAT** the agenda be **APPROVED** as presented.

MOTION made by Commissioner Frank Emory, seconded by Commissioner Charlie Dunn Jr., and unanimously carried **THAT** the minutes for the Regular Meeting on January 7, 2019 be **APPROVED** as presented.

PUBLIC COMMENT PERIOD:

Mr. Steve Moore presented the Board with a Jones County Rec. 2019 Basketball Schedule and also provided an update on the program and ideas he had for the program moving forward.

Ms. Gail Thomas requested another update on the buyouts.

1. ABC AUDIT

Mr. Franky Howard, County Manager, presented the Board with the ABC Audit. **MOTION** made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the ABC Audit be **APPROVED** as presented. A copy of the Audit is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

2. OPIOID LITIGATION

Mr. Franky Howard, County Manager, presented the Board with an Authority to Represent that will allow Jones County to be represented in the Opioid Litigation. **MOTION** made by Commissioner April Aycock, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the Authority to Represent be **APPROVED** as presented. A copy of the document is marked **EXHIBIT B** and is hereby incorporated and made a part of the minutes.

3. SCHOOL PROJECT BUDGET

Mr. Franky Howard, County Manager, presented the Board with the Total Project Budget for the new K-12 School. The Project Budget captures the complete budget to include all revenues and expenditures. **MOTION** made by Commissioner James Harper, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the School Project Budget be **APPROVED** as presented. A copy of the Project Budget is marked **EXHIBIT C** and is hereby incorporated and made a part of the minutes.

4. BUDGET AMENDMENTS #7- 9

Mr. Franky Howard, County Manager, presented the Board with Budget Amendments #7- 9 to keep the County in line with expenditures. **MOTION** was made by Commissioners Sondra Ipock-Riggs, seconded by Commissioner Charlie Gray, and unanimously carried **THAT** Budget Amendments #7-9 be **APPROVED** as presented. A copy of the Budget Amendments are marked **EXHIBIT D** and is hereby incorporated and made a part of the minutes.

5. SURPLUS ITEMS

Mr. Franky Howard, County Manager, presented the Board with the following items for surplus: Jay Feather Trailer Camper, 1996 Chevy S-10, 2007 Ford Crown Victoria, 25KW PTO Drive Generator with Trailer, Propane Generator with Trailer and 3500 Watt Generator.

6. TAX COLLECTION REPORT

Mr. Franky Howard, County Manager, presented the Board with the Tax Collection Report for the month of December. This is information only. A copy of the Tax Collection report is marked **EXHIBIT E** and is hereby incorporated and made a part of the minutes.

7. BOC'S MEETING DATE AND TIME CHANGE

Mr. Franky Howard, County Manager, presented the Board with the new meeting format and schedule that was discussed at the Board Workshop on January 14, 2018. During the workshop the Board discussed in detail the impact the meeting date change would have on the County. After careful consideration and hopes for more productivity during meetings, the Board decided on the following meeting schedule: the first Monday meeting of the month will be the Agenda Workshop at 6:30 pm. If the first Monday is a holiday the meeting will be held on the Tuesday after the holiday. The third Monday night meeting will remain a Regular Meeting starting at 7:00 pm. **MOTION** was made by Commissioners James Harper, seconded by Commissioner April Aycock, and carried **THAT** Board of Commissioners new

meeting schedule be **APPROVED** as presented. Commissioner Sondra Ipock-Riggs opposed.

8. COMMUNITY SERVICES BLOCK GRANT (CSBG) APPLICATION FY 2019-2020

Mr. Franky Howard, County Manager, presented the Board with the FY 2019-2020 Community Services Block Grant (CSBG) Application for review. This is information only, no action needed by Board. A copy of the Grant is marked **EXHIBIT F** and is hereby incorporated and made a part of the minutes.

COUNTY MANAGER'S REPORT

Essentials for County Government will be January 31 -February. 1st.

COMMISSIONER'S REPORTS

Commissioner April Aycock requested an update on the Department Head Hot-wash and that outdated information be removed from the County Website. Commissioner Aycock stated she would like to have a discussion about Solar Farms in Jones County at the next Board Workshop to consider the adoption of an ordinance that is similar to Pamlico and Craven County.

Commissioner Charlie Dunn Jr. requested an update on Brimage Road and requested that Mr. Howard move forward the hiring of an employee to fill the Recreation Coordinator. position.

Commissioner Sondra Ipock-Riggs requested Mr. Howard look for grants that would assist with the beaver issues within the County and provide and update on White Oak River Road changes. Also, requested that the BOC meeting schedule change be posted and put in the paper so citizens will be aware of the the changes.

Commissioner Frank Emory requested the Civic Center be made available for use by the volunteer organizations that are coming to the County to assist citizens with disaster recovery. Also, requested an update on the Ambulance that was damaged in the accident.

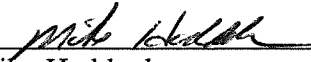
Commissioner James Harper thanked Mr. Howard for assisting with the visit from the Secretary of Veterans Affairs, Mr. Larry D. Hall.

Commissioner Charlie Gray requested an update on the Courthouse roof repairs.

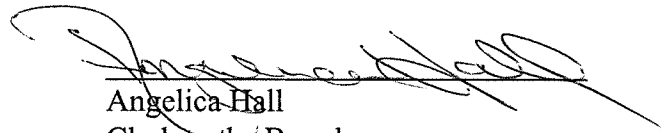
PUBLIC COMMENT

None

MOTION made by Commissioner Charlie Gray, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the meeting be **ADJOURNED** at 9:00 p.m.



Mike Haddock
Chairman



Angelica Hall
Clerk to the Board

JONES COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD
(A component unit of Jones County)
Trenton, North Carolina

FINANCIAL STATEMENTS

For the Years Ended June 30, 2018 and 2017

JONES COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD
(A component unit of Jones County)
Trenton, North Carolina

FINANCIAL STATEMENTS

For the Years Ended June 30, 2018 and 2017

Prepared By
BARROW, PARRIS & DAVENPORT, P.A.
Certified Public Accountants
Kinston, North Carolina

JONES COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD
(A component unit of Jones County)
Trenton, North Carolina

MEMBERS OF BOARD

Luther Cox
Chairman

James Harper

Timothy Sanderson

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INDEPENDENT AUDITOR'S REPORT

To The Board of Directors
of the Jones County ABC Board
Trenton, North Carolina

Report on the Financial Statements

We have audited the accompanying comparative financial statements of the Jones County ABC Board, a component unit of Jones County, which comprise the Statement of Net Position as of June 30, 2018 and 2017, and the related Statement of Revenues, Expenses and Changes in Net Position, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including risk assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Jones County ABC Board as of June 30, 2018 and 2017, and the respective changes in financial position, and where applicable, cash flows thereof for the years ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 5, and the Local Government Employees' Retirement System's Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions on pages 21 and 22, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audits were conducted for the purpose of forming opinions on the financial statements as a whole. The Schedule of Income by Stores, Schedule of Operating Expenses, Schedules of Net Sales and Schedule of Revenues and Expenditures – Budget and Actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Barrow, Parris & Davenport, P.A.

BARROW, PARRIS & DAVENPORT, P.A.
KINSTON, NC

December 28, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Jones County Alcoholic Beverage Control (ABC) Board's (the Board) financial report represents our discussion and analysis of the financial performance of the Board for the year ended June 30, 2018. This information should be read in conjunction with the audited financial statements included in this report.

Financial Highlights

- Working capital increased approximately 18.05% from the prior year.

Overview of the Financial Statements

The audited financial statements of the ABC Board consist of 3 components. They are as follows:

- *Management's Discussion and Analysis*
- *Basic Financial Statements*
- *Additional Information Required by the ABC Commission*

The *Basic Financial Statements* are prepared using the full accrual basis of accounting. They consist of 3 statements. The first statement is the **Statement of Net Position**. Assets and liabilities are classified between current and long-term. This statement provides a summary of the Board's investment in assets and obligations to creditors. Liquidity and financial flexibility can be evaluated using the information contained in this statement.

The next statement is the **Statement of Revenues, Expenses, and Changes in Net Position**. This statement is used in evaluating whether the Board has recovered all of its costs through sales. Its information is used in determining credit worthiness.

The final required statement is the **Statement of Cash Flows**. This statement reports cash inflows and outflows in the following categories: operating, investing, and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash, and the change in cash.

The notes to the financial statements provide more detailed information and should be read in conjunction with the statements.

The ABC Commission requires some schedules in addition to the information required by generally accepted accounting principles. They include a **Schedule of Income by Stores**, a **Comparative Statement of Revenues, Expenses, and Changes in Net Position**, a **Schedule of Operating Expenses**, a **Schedule of Net Sales** and a **Budget to Actual Reconciliation**.

Financial Analysis of the ABC Board

Net position is an indicator of the fiscal health of the Board. Assets and Deferred Outflows exceeded Liabilities and Deferred Inflows by \$150,941 in 2018, \$127,779 in 2017, and by \$100,285 in 2016. The largest component of net position was the unrestricted-designated for working capital. It was 58.11% of total net position for 2018, 55.47% for 2017, and 50.40% for 2016.

Sales increased by \$53,574 from the same period last year. This amounts to a 5.11% increase over the prior year.

The system recognized a net profit for the year of \$23,162 compared to a net profit of \$27,494 in the prior year.

Management's Discussion and Analysis (Continued):

Following is a summary of the Statement of Net Position:

Condensed Statement of Net Position

	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>\$ Change</u>	<u>% Change</u>
Current Assets	\$214,253	\$197,206	\$161,795	\$17,047	8.64%
Non-Current Assets	30,397	25,670	22,478	4,727	18.41%
Total Assets	244,650	222,876	184,273	21,774	9.77%
Deferred Outflows of Resources	17,158	23,205	6,210	(6,047)	(26.06%)
Current Liabilities	89,930	91,027	78,593	(1,097)	(1.21%)
Non-Current Liabilities	19,249	24,618	6,687	(5,369)	(21.81%)
Total Liabilities	109,179	115,645	85,280	(6,466)	(5.59%)
Deferred Inflows of Resources	1,688	2,657	4,918	(969)	(36.47%)
Net Investment in Capital Assets	30,397	25,669	22,478	4,728	18.42%
Restricted for Working Capital (2 Week Minimum)	32,827	31,230	27,265	1,597	5.11%
Unrestricted-Designated for Working Capital	87,717	70,880	50,542	16,837	23.75%
Total Net Position	150,941	127,779	100,285	23,162	18.13%

Net position increased by 18.13% from 2017 compared to an increase of 27.42% between 2017 and 2016. Income from operations decreased by 15.78% from 2017 and increased by 79.92% between 2017 and 2016. Following is a summary of the changes in net position:

Condensed Statement of Revenue, Expenses and Changes in Net Position

	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>\$ Change</u>	<u>% Char</u>
Operating Revenues	\$1,101,120	\$1,047,546	\$914,529	\$53,574	5.9%
Less: Taxes on gross sales	247,614	235,578	205,649	12,036	5.9%
Net Sales	853,506	811,968	708,880	41,538	5.1%
Cost of Sales	589,977	561,021	491,173	28,956	5.9%
Gross Profit	263,529	250,947	217,707	12,582	5.8%
Less: Operating Expenses	239,867	222,853	202,092	17,014	7.6%
Income from Operations	23,662	28,094	15,615	(4,432)	(15.7%)
Change in Net Position before distributions	23,662	28,094	15,615	(4,432)	(15.7%)
Law Enforcement Distributions	500	600			
Change in Net Position	23,162	27,494	15,615	(4,332)	(15.7%)
Net Position, Beginning	127,779	100,285	84,670	27,494	27.4%
Net Position, Ending	150,941	127,779	100,285	23,162	18.1%

All sales are from retail liquor sales.

Management's Discussion and Analysis (Continued):

Capital Assets and Debt Administration

Capital Assets

Investment in capital assets as of June 30, 2018, totals \$30,397 (net of accumulated depreciation).

	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>\$ Change</u>	<u>% Change</u>
Buildings	\$87,439	\$87,439	\$81,739		
Land	15,073	15,073	15,073		
Furniture and Equipment	82,863	79,525	79,525	\$3,338	4.20%
Motor Vehicles	4,500	15,602	15,602	(11,102)	(71.16%)
Total	<u>\$189,875</u>	<u>\$197,639</u>	<u>\$191,939</u>	<u>(\$7,764)</u>	<u>(3.93%)</u>

Economic Factors

The Board plans to address the slow growth expected in the area by carefully monitoring expenses in the upcoming fiscal year. The Board does not plan to open any additional stores.

Requests for Information

This report is intended to provide a summary of the financial condition of the Jones County ABC Board. Questions or requests for additional information should be addressed to:

James Cejka, Supervisor
Jones County ABC Board
PO Box 86
Trenton, NC 28585

BASIC FINANCIAL STATEMENTS

JONES COUNTY ABC BOARD
 (A component unit of Jones County)
 Trenton, North Carolina
 COMPARATIVE STATEMENT OF NET POSITION
 June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>		
<i>Current Assets:</i>		
Cash and Cash Equivalents	\$45,164	\$51,129
Inventories	158,002	137,418
Prepaid Insurance	4,697	5,084
Prepaid Expenses	6,390	3,575
Total Current Assets	<u>\$214,253</u>	<u>\$197,206</u>
<i>Noncurrent Assets:</i>		
Fixed Assets (Net of Accumulated Depreciation in the amount of \$159,478 and \$171,969)	\$30,397	\$25,670
Total Noncurrent Assets	<u>\$30,397</u>	<u>\$25,670</u>
Total Assets	<u>\$244,650</u>	<u>\$222,876</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Pension Deferrals	<u>\$17,158</u>	<u>\$23,205</u>
<u>LIABILITIES</u>		
<i>Current Liabilities:</i>		
Accounts Payable - Inventory	\$55,003	\$61,222
Accounts Payable - Other	500	500
Payroll Liabilities	3,166	
Accrued Beverage and Sales Taxes	31,261	29,305
Total Current Liabilities	<u>\$89,930</u>	<u>\$91,027</u>
<i>Noncurrent Liabilities:</i>		
Net Pension Liability	<u>\$19,249</u>	<u>\$24,618</u>
Total Liabilities	<u>\$109,179</u>	<u>\$115,645</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Pension Deferrals	<u>\$1,688</u>	<u>\$2,657</u>
<u>NET POSITION</u>		
Net Investment in Capital Assets	\$30,397	\$25,669
Restricted for Working Capital (2 Week Minimum)	32,827	31,230
Unrestricted - Designated for Working Capital	87,717	70,880
Total Net Position	<u>\$150,941</u>	<u>\$127,779</u>

The accompanying notes are an integral part of the financial statements.

JONES COUNTY ABC BOARD
(A component unit of Jones County)

Trenton, North Carolina

COMPARATIVE STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
For the Years Ended June 30, 2018 and 2017

	2018	Percent of Sales	2017	Percent of Sales
<i>Operating Revenue:</i>				
Sales - Schedule 5	<u>\$1,101,120</u>	<u>100.00%</u>	<u>\$1,047,546</u>	<u>100.00%</u>
<i>Deduct Taxes on Gross Sales:</i>				
State Excise Tax	\$243,682	22.13%	\$231,770	22.13%
Rehabilitation Tax - (5 cents & 1 cent)	3,932	0.36%	3,808	0.36%
Total Taxes	<u>\$247,614</u>	<u>22.49%</u>	<u>\$235,578</u>	<u>22.49%</u>
Net Sales	<u>\$853,506</u>	<u>77.51%</u>	<u>\$811,968</u>	<u>77.51%</u>
<i>Deduct Cost of Sales:</i>				
Cost of Liquor Sold	<u>\$589,977</u>	<u>53.58%</u>	<u>\$561,021</u>	<u>53.56%</u>
Gross Profit on Sales	<u>\$263,529</u>	<u>23.93%</u>	<u>\$250,947</u>	<u>23.96%</u>
<i>Deduct Operating Expenses:</i>				
Store Expenses	\$145,646	13.23%	\$126,840	12.11%
Warehouse Expenses	12,180	1.11%	14,242	1.36%
Administrative Expenses	78,930	7.17%	79,263	7.57%
Depreciation Expenses	3,111	0.28%	2,508	0.24%
Total Operating Expenses	<u>\$239,867</u>	<u>21.78%</u>	<u>\$222,853</u>	<u>21.27%</u>
Income From Operations	<u>\$23,662</u>	<u>2.15%</u>	<u>\$28,094</u>	<u>2.68%</u>
<i>Change in Net Position Before Required Distributions</i>	<u>\$23,662</u>	<u>2.15%</u>	<u>\$28,094</u>	<u>2.68%</u>
<i>Distribution for Law Enforcement</i>	<u>500</u>	<u>0.05%</u>	<u>600</u>	<u>0.06%</u>
<i>Change in Net Position Before Profit Distribution</i>	<u>\$23,162</u>	<u>2.10%</u>	<u>\$27,494</u>	<u>2.62%</u>
<i>Profit Distribution - Jones County</i>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>
Change in Net Position for the Year	<u>\$23,162</u>	<u>2.10%</u>	<u>\$27,494</u>	<u>2.62%</u>
Net Position - Beginning of Year	<u>127,779</u>		<u>100,285</u>	
Net Position - End of Year	<u><u>\$150,941</u></u>		<u><u>\$127,779</u></u>	

The accompanying notes are an integral part of the financial statements.

JONES COUNTY ABC BOARD
(A component unit of Jones County)
Trenton, North Carolina
COMPARATIVE STATEMENT OF CASH FLOWS
For the Years Ended June 30, 2018 and 2017

	2018	2017
<i>Cash Flows From Operating Activities:</i>		
Cash Received from Customers	\$1,101,120	\$1,047,546
Cash Payments to Suppliers for Goods and Services	(944,715)	(852,762)
Cash Payments to Employees for Services	(154,032)	(175,298)
Net Cash Provided (Used) by Operating Activities	\$2,373	\$19,486
<i>Cash Flows From Capital and Related Financing Activities:</i>		
Purchase of Fixed Assets	(\$7,838)	(\$5,700)
Net Cash Provided (Used) by Capital and Related Financing Activities	(\$7,838)	(\$5,700)
<i>Cash Flows From Non-Capital Financing Activities:</i>		
Law Enforcement Distributions	(\$500)	(\$600)
Net Cash Provided (Used) by Non-Capital Financing Activities	(\$500)	(\$600)
Net Increase (Decrease) in Cash and Cash Equivalents	(\$5,965)	\$13,186
Cash and Cash Equivalents, Beginning of Year	51,129	37,943
Cash and Cash Equivalents, End of Year	\$45,164	\$51,129
<i>Reconciliation of Income From Operations to Net Cash Provided (Used) by Operating Activities:</i>		
Income from Operations	\$23,662	\$28,094
<i>Adjustments to Reconcile Income From Operations to Net Cash Provided (Used) by Operating Activities:</i>		
Depreciation	\$3,111	\$2,508
<i>Change in Assets and Liabilities:</i>		
(Increase) Decrease in Inventories	(20,584)	(15,953)
(Increase) Decrease in Prepaid Expenses	(2,428)	(6,272)
(Increase) Decrease in Deferred Outflows of Resources for Pensions	6,047	(16,995)
Increase (Decrease) in Accounts Payable	(6,219)	7,622
Increase (Decrease) in Other Accrued Liabilities	5,122	4,812
Increase (Decrease) in Net Pension Liability	(5,369)	17,931
Increase (Decrease) in Deferred Inflows of Resources for Pensions	(969)	(2,261)
Total Adjustments	(\$21,289)	(\$8,608)
Net Cash Provided (Used) by Operating Activities	\$2,373	\$19,486

The accompanying notes are an integral part of the financial statements.

JONES COUNTY ABC BOARD
(A component unit of Jones County)
Trenton, North Carolina
NOTES TO FINANCIAL STATEMENTS
For the Years Ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Principles Used in Determining the Scope of the Entity for Financial Reporting:

The Jones County ABC Board, a component unit of Jones County, is a corporate body with powers outlined by General Statutes [Chapter 18B 701]. The County's governing body appoints the ABC Board.

The ABC Board is required by State Statute to distribute its surpluses to the General Fund of the County which represents a financial benefit to the County. Therefore, Jones County ABC Board is reported as a discretely presented component unit in the County's financial statements.

B. Organizational History

The Board was organized under the provisions of the North Carolina General Assembly of 1935. The Jones County Board of Commissioners appoints three individuals to each serve a three-year term on the board. One member is appointed each year.

The Board, as provided by North Carolina Alcoholic Beverage Control laws, operates three retail liquor stores and through its law enforcement division, investigates violations of such laws. North Carolina General Statute [18B-805(c)(2)(3)] requires that the Board expend at least 5% of profits for law enforcement and at least 7% of same profits for alcohol education and rehabilitation purposes. Jones County is exempt from the 7% education and rehabilitation. The Board is also required to retain a sufficient amount of cash in its working capital.

C. Basis of Presentation

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or the change in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

D. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. All sales are made by cash, check, debit or credit card and recorded at the time of sale. Other revenues are recorded when earned. Expenses are recognized when incurred.

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date, and reported amounts of revenues and expenses during the reporting period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts and certain claims and judgment liabilities, among other accounts. Actual results may differ from those estimates.

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F. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The ABC Board's employer contributions are recognized when due and the ABC Board has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

G. Assets, Liabilities, and Net Position

Deposits

All deposits of the Jones County ABC Board are made in Board-designated official depositories and are collateralized as required by State Law [G.S. 159-31]. The Board may designate, as an official depository, any bank or savings and loan association whose principal office is located in North Carolina. Also, the Board may establish Time deposit accounts such as NOW and Supernew accounts, money market accounts, and certificates of deposit.

All of the Board's deposits are either insured or collateralized using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Board's agent in the Board's name. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Board, these deposits are considered to be held by the Board's agent in the Board's name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Board or the escrow agent. Because of the inability to measure the exact amount of collateral pledged for the Board under the Pooling Method, the potential exists for undercollateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method.

At June 30, 2018, the ABC Board's deposits had a carrying amount of \$43,664 and a bank balance of \$66,995. All of the bank balance was covered by federal depository insurance.

At June 30, 2017, the ABC Board's deposits had a carrying amount of \$49,629 and a bank balance of \$79,154. All of the bank balance was covered by federal depository insurance.

At June 30, 2018 and 2017, the ABC Board had \$1,500 cash on hand.

Investments

State Law [G.S. 159-30(c)] authorizes the ABC Board to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and banker's acceptances; and the North Carolina Capital Management Trust, (NCCMT) an SEC registered (2a-7) mutual fund.

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At the present time, the ABC Board has no investments.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Jones County ABC Board considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

Cash and Cash Equivalents as of June 30, 2018 and 2017, consisted of the following:

	<u>2018</u>	<u>2017</u>
BB&T - Checking	(\$3,710)	(\$1,905)
BB&T - Money Rate Savings	47,374	51,534
Petty Cash	1,500	1,500
Total	<u><u>\$45,164</u></u>	<u><u>\$51,129</u></u>

Inventories

Inventories are valued at the lower of cost (FIFO) or market.

Capital Assets

Capital Asset activity for the year ended June 30, 2018, was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
Capital Assets Not Being Depreciated:				
Land	\$15,073			\$15,073
Total Capital Assets Not Being Depreciated	<u>\$15,073</u>	<u>\$0</u>	<u>\$0</u>	<u>\$15,073</u>
Capital Assets Being Depreciated:				
Buildings	\$87,439			\$87,439
Equipment	79,525	\$3,338		82,863
Vehicles	15,602	4,500	\$15,602	4,500
Total Capital Assets Being Depreciated	<u>\$182,566</u>	<u>\$7,838</u>	<u>\$15,602</u>	<u>\$174,802</u>
Less Accumulated Depreciation for:				
Buildings	\$78,841	\$1,496		\$80,337
Equipment	77,526	1,540		79,066
Vehicles	15,602	75	\$15,602	75
Total Accumulated Depreciation	<u>\$171,969</u>	<u>\$3,111</u>	<u>\$15,602</u>	<u>\$159,478</u>
Total Capital Assets Being Depreciated, Net	<u>\$10,597</u>			<u>\$15,324</u>
Capital Assets, Net	<u><u>\$25,670</u></u>			<u><u>\$30,397</u></u>

Accounts Payable - Inventory

Accounts payable inventory are amounts due to liquor companies for inventory.

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Net Position

Net Position consists of the following:

- a. Net Investment in capital assets – This component of net position consists of capital assets, including any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.
- b. Restricted for working capital - North Carolina Alcoholic Beverage Control Commission Rule [.0902] defines working capital as the total of cash, investments and inventory less all unsecured liabilities. An ABC Board shall set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year or greater than four months' average gross sales of the last fiscal year. Average gross sales mean gross receipts from the sale of alcoholic beverages less distributions required by State Law [G.S. 18B-805(b), (2), (3), and (4)].
- c. Unrestricted - Designated for working capital – This component of net position consists of the balance of net position after subtracting the above noted designations. This balance, while statutorily unrestricted, is deemed by the Board to be designated for working capital.

2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Noncompliance with N.C. General Statutes

The Jones County ABC Board is required by [G.S. 18B-805(g)] to make quarterly distributions. The ABC Board is making distributions annually (when applicable).

The Board is in violation of [G.S. 18B-702] for the fiscal year ended June 30, 2018, due to the following expenditures exceeding budgeted amounts:

	<u>Budget</u>	<u>Expenditures</u>	<u>Over Expended</u>
State Excise Tax	\$238,040	\$243,682	(\$5,642)
Salaries and Wages	128,078	130,168	(2,090)
Payroll Taxes	9,825	9,958	(133)
Group Insurance	10,525	10,768	(243)
Building and Equipment Repairs	3,412	3,529	(117)
Utilities	12,104	13,297	(1,193)
Telephone	4,218	4,343	(125)
Insurance General & Bonds	9,144	9,945	(801)
Store Supplies	2,598	2,847	(249)
Office Supplies	861	1,030	(169)
Postage	320	368	(48)
Dues and Subscriptions	143	243	(100)
Grounds Maintenance	2,160	3,100	(940)
Bank Charges	16,812	16,971	(159)
Law Enforcement Distribution		500	(500)

These over-expenditures occurred because budget amendments were not adopted to cover costs before year-end. Management will more closely review the budget reports to ensure compliance in future years.

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3. DETAIL NOTES ON ALL FUNDS

Pension Plan Obligations

A. Local Government Employees' Retirement System

Plan Description. The Jones County ABC Board is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The ABC Board employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The ABC Board's contractually required contribution rate for the year ended June 30, 2017, was 8.0% of compensation for law enforcement officers and 7.20% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the ABC Board were \$6,802 for the year ended June 30, 2018.

Refunds of Contributions. Board employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at

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least five years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the Board reported a liability of \$19,249 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017. The total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2016. The total pension liability was then rolled forward to the measurement date of June 30, 2017, utilizing update procedures incorporating actuarial assumptions. The Board's proportion of the net pension liability was based on a projection of the Board's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2017 and 2016, the Board's proportion was 0.001%, respectively.

For the year ended June 30, 2018, the Board recognized pension expense of \$6,511. At June 30, 2018, the Board reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$1,109	\$545
Changes of assumptions	2,749	
Net difference between projected and actual earnings on pension plan investments	4,674	
Changes in proportion and differences between Board contributions and proportionate share of contributions	1,824	1,143
ABC Board's contributions subsequent to the measurement date	6,802	
	<u>\$17,158</u>	<u>\$1,688</u>

\$6,802 reported as deferred outflows of resources related to pensions resulting from Board contributions subsequent to the measurement date will be recognized as a decrease of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2019	\$833
2020	5,721
2021	3,092
2022	(978)
	<u>\$8,668</u>

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Actuarial Assumptions. The total pension liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent
Salary increases	3.5 to 8.10 percent, including inflation and productivity factor
Investment rate of return	7.20 percent, net of pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2016 valuation were based on results of an actuarial experience study for the period January 1, 2010 through December 31, 2014.

Future ad hoc COLA amounts are not considered to be substantively automatic and are not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2017, are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Fixed Income	29.0%	1.4%
Global Equity	42.0%	5.3%
Real Estate	8.0%	4.3%
Alternatives	8.0%	8.9%
Credit	7.0%	6.0%
Inflation Protection	6.0%	4.0%
Total	100.0%	

The information above is based on 30 year expectations developed with the consulting actuary for the 2016 asset liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.00%. All rates of return and inflation are annualized.

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Discount rate. The discount rate used to measure the total pension liability was 7.20%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Board's proportionate share of the net pension asset to changes in the discount rate. The following presents the Board's proportionate share of the net pension asset calculated using the discount rate of 7.20%, as well as what the Board's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.20%) or one percentage point higher (8.20%) than the current rate:

	1% Decrease (6.20%)	Discount Rate (7.20%)	1% Increase (8.20%)
ABC Board's Proportionate share of the net pension liability (asset)	\$57,787	\$19,249	(\$12,917)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

B. Death Benefits

The Board has also elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest months salary in a row during the 24 months prior to the employee's death, but the benefit may not exceed \$50,000 or be less than \$25,000. All death benefit payments are made from the Death Benefit Plan. The Board has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the postemployment benefit amount and the other benefit amount. The Board considers these contributions to be immaterial.

C. Other Post-Employment Benefits

The Board does not provide any other post-employment benefits.

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4. LEASE

The Board has an operating lease for facilities at Store No. 3, Wyse Fork, located in, Dover, NC on Highway 70. The original lease was a 3-year lease beginning September 1, 2015, and expiring August 31, 2018, requiring monthly payments of \$420. The lessee is responsible for utilities and insurance on contents. The lease was amended on April 1, 2017 to include the cost of a new Jones County ABC Board sign. The cost of \$2860.50 was divided equally over the remaining 19-month lease period, increasing the monthly payments to 570.55.

The lease has continued month to month at the original rate of \$420. The Board is currently in the process of renegotiating the lease.

Year Ending June 30,	Lease Payment Schedule
2019	
	\$1,141
	<u>\$1,141</u>

5. VACATION AND SICK LEAVE COMPENSATION

ABC Board employees may accumulate up to thirty days earned vacation and such leave is fully vested when earned. Accumulated earned vacation at June 30, 2018 and 2017, amounted to approximately \$1,000. The current portion of the accumulated vacation pay is not considered to be material.

Employees can accumulate an unlimited amount of sick leave. Sick leave may be used in the determination of length of service for retirement benefit purposes. Since the Board has no obligation for accumulated sick leave until it is actually taken, no accrual for sick leave has been made.

6. DISTRIBUTIONS OF INCOME

The Board has made profit distributions since its inception in 1957 as follows:

	Current Year	Total To Date
Jones County		\$486,074
Total	<u>\$0</u>	<u>\$486,074</u>

State law, [G.S. 18B-805] requires that the minimum distribution set aside in (c)(1) and any profit remaining after deducting amounts required for law enforcement and alcohol education and retaining proper working capital, be paid yearly to the County.

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For the Years Ended June 30, 2018 and 2017

7. LAW ENFORCEMENT AND ALCOHOLIC EDUCATION EXPENSES

The Board is required by law to expend 5% of its total profits for law enforcement and not less than 7% of its profits for alcohol education (alcohol education requirement follows local enabling act). Profits are defined by law for these calculations as change in net position before law enforcement and educational expenses, less the 3½ % markup provided in [G.S. 18B-804(b)(5)] and the bottle charge provided for in [G.S. 18B-804(b)(6b)].

	<u>2018</u>	<u>2017</u>
Profit Before Required Distributions	\$23,162	\$27,494
Less: 3 1/2% Tax and Bottle Charge	<u>32,361</u>	<u>40,481</u>
Profit Subject to Expense Percentages	<u>(\$9,199)</u>	<u>(\$12,987)</u>
Law Enforcement Expenditures - Actual (Percentage of Profit)	\$500	\$600
Provision for Alcoholic Education and Rehabilitation - Actual (Percentage of Profit)	N/A	N/A

8. DISBURSEMENT OF TAXES INCLUDED IN SELLING PRICE

A state excise tax, at the rate of 30%, on the retail (net sales) price is charged monthly on liquor sales (excluding wine sales). Transactions for this account for the year are summarized as follows:

	<u>2018</u>	<u>2017</u>
Taxes Payable, July 1	\$22,007	\$18,130
Taxes Collected During the Year	243,682	231,770
Taxes Remitted to Department of Revenue	<u>(242,223)</u>	<u>(227,893)</u>
Taxes Payable, June 30	<u>\$23,466</u>	<u>\$22,007</u>

The excise tax is computed in accordance with [G.S. 18B-805(i)].

The accrued North Carolina excise tax at June 30, 2018, was remitted to the North Carolina Department of Revenue on July 7, 2018.

A bottle charge of one cent on each bottle containing 50 milliliters or less and five cents on each bottle containing more than 50 milliliters is collected and distributed monthly to the county commissioners for alcohol education and rehabilitation. For the fiscal year, payments to the county were based on the following bottle sales:

Regular Bottles	70,982	@	\$0.05	=	\$3,549
Miniature Bottles	38,201	@	\$0.01	=	<u>383</u>
Total Payment for the Year					<u>\$3,932</u>

9. BAILMENT SURCHARGE COLLECTED

The total amount of Bailment Surcharge collected for the year was \$8,875. The rate current rate is \$1.40 per case.

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NOTES TO FINANCIAL STATEMENTS
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10. LIQUOR SALES TAX

The total amount of Sales Tax remitted to the Department of Revenue for the fiscal year was \$77,166. The sales tax rate is 7%.

11. RETAIL OUTLETS:

The Jones County ABC Board operated with three retail outlets:

	<u>Gross Sales</u>	<u>Change in Net Position</u>
Store #1 - Trenton, NC	\$341,212	\$29,358
Store #3 - Wyse Fork, NC	\$429,550	\$11,984
Store #4 - Pollocksville, NC	\$330,358	(\$18,180)

In arriving at these changes in net position figures per store, actual expenses incurred by each store separately were used where possible. Where no direct allocation was available, a proportion of the expense was allocated to the store based on the store's individual gross sales as a percentage of the total gross sales for all three stores. This allocation method, while not absolutely accurate, is the most cost-effective method for allocating all expenses in some rational proportion to each store. Special care should be taken in analyzing this data due to the inherent inaccuracies of this allocation method.

12. WORKING CAPITAL

The Jones County ABC Board is required by the Alcoholic Beverage Control Commission rule [.0902] to set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year. (Gross sales are gross receipts from the sale of alcoholic beverages less distributions as defined in [G.S. 18B-805(b)(2), (3), and (4)]).

The Jones County ABC Board's position on this requirement is as follows:

Minimum Amount	\$32,827
Maximum Allowed	\$284,502
Actual Working Capital	\$120,544

The Jones County ABC Board has met the minimum amount of working capital required by ABC law.

13. RISK MANAGEMENT

The Jones County ABC Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The ABC Board has property, general liability, auto liability, workmen's compensation and employee health coverage. The Board also has liquor legal liability coverage.

There have been no significant reductions in insurance coverage from coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years.

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In accordance with [G.S. 18B-700(i)] each board member and employees designated as general manager and finance officer are bonded in the amount of \$50,000 secured by a corporate surety.

14. DATE OF MANAGEMENT'S REVIEW

Management has evaluated subsequent events through December 28, 2018, the date which the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE 1

JONES COUNTY ABC BOARD
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Trenton, North Carolina
PROPORTIONATE SHARE OF NET PENSION LIABILITY (ASSET)
Last Five Fiscal Years

Local Government Employees' Retirement System					
	2018	2017	2016	2015	2014
Jones County ABC Board's proportion of the net pension liability (asset) (%)	0.00126%	0.00116%	0.00149%	0.00180%	0.0016
Jones County ABC Board's proportion of the net pension liability (asset) (\$)	\$19,249	\$24,619	\$6,687	(\$21,697)	\$9,5
Jones County ABC Board's covered-employee payroll	\$99,805	\$90,396	\$93,080	\$99,482	\$99,2
Jones County ABC Board's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	19.29%	27.23%	7.18%	21.81%	9.6
Plan fiduciary net position as a percentage of the total pension liability**	94.18%	91.47%	98.09%	102.64%	94.3

* The amounts presented for each fiscal year were determined as of the prior fiscal year ending June 30.

** This will be the same percentage for all participant employers in the LGERS plan.

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CONTRIBUTIONS
Last Five Fiscal Years

Local Government Employees' Retirement System

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$6,802	\$6,210	\$3,234	\$6,584	\$7,033
Contributions in relation to the contractually required contribution	6,802	6,210	3,234	6,584	7,033
Contribution deficiency (excess)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Jones County ABC Board's covered-employee payroll	\$88,480	\$99,805	\$93,080	\$93,080	\$99,482
Contributions as a percentage of covered-employee payroll	7.69%	6.22%	3.47%	7.07%	7.07%

SUPPLEMENTARY INFORMATION

JONES COUNTY ABC BOARD
(A component unit of Jones County)
Trenton, North Carolina
SCHEDULE OF INCOME BY STORES
For the Year Ended June 30, 2018

	<u>Total</u>	<u>No. 1 Trenton</u>	<u>No. 3 Wyse Fork</u>	<u>No. 4 Pollocksville</u>
<i>Sales:</i>				
Liquor Sales	<u>\$1,101,120</u>	<u>\$341,212</u>	<u>\$429,550</u>	<u>\$330,358</u>
<i>Deduct Taxes on Gross Sales:</i>				
State Excise Tax	\$243,682	\$75,494	\$95,091	\$73,097
Rehabilitation Tax - (5 cents & 1 cent)	<u>3,932</u>	<u>1,281</u>	<u>1,344</u>	<u>1,307</u>
	<u>\$247,614</u>	<u>\$76,775</u>	<u>\$96,435</u>	<u>\$74,404</u>
Net Sales	\$853,506	\$264,437	\$333,115	\$255,954
Cost of Sales	<u>589,977</u>	<u>182,921</u>	<u>227,119</u>	<u>179,937</u>
Gross Profit on Sales	\$263,529	\$81,516	\$105,996	\$76,017
<i>Operating Expenses:</i>				
Store Expenses	\$145,646	\$21,688	\$57,529	\$66,429
Warehouse Expenses	12,180	3,776	4,750	3,654
Administrative Expenses	78,930	24,468	30,783	23,679
Depreciation Expenses	<u>3,111</u>	<u>2,071</u>	<u>755</u>	<u>285</u>
Total Operating Expenses	\$239,867	\$52,003	\$93,817	\$94,047
Income (Loss) from Operations	\$23,662	\$29,513	\$12,179	(\$18,030)
<i>Change in Net Position Before Required Distributions</i>	\$23,662	\$29,513	\$12,179	(\$18,030)
<i>Distribution - Law Enforcement</i>	<u>500</u>	<u>155</u>	<u>195</u>	<u>150</u>
Change in Net Position	\$23,162	\$29,358	\$11,984	(\$18,180)

JONES COUNTY ABC BOARD
(A component unit of Jones County)
Trenton, North Carolina
SCHEDULE OF OPERATING EXPENSES
For the Year Ended June 30, 2018

	<u>Total</u>	<u>No. 1 Trenton</u>	<u>No. 3 Wyse Fork</u>	<u>No. 4 Pollocksville</u>
<i>Store Expenses:</i>				
Salaries & Wages	\$78,696	\$4,900	\$34,864	\$38,932
Utilities	13,297	5,552	2,955	4,790
Insurance - General	8,950	2,984	2,984	2,982
Building/Equipment Repairs	3,529	396	146	2,987
Rent	6,852		6,852	
Payroll Taxes	5,802	22	2,667	3,113
Professional Services	3,796	1,265	1,265	1,266
Retirement Contributions	3,698	282	1,531	1,885
Hospitalization/Accident Insurance	4,881			4,881
Telephone	2,766	923	923	920
Contract Labor	3,100	2,015		1,085
Store Supplies	2,847	960	944	943
Alarm Service	915	305	305	305
Office Supplies	821	217	217	387
Postage	368	96	136	136
Maintenance Contract	5,222	1,741	1,741	1,740
Miscellaneous	106	30	30	46
Cash Over/Short			(31)	31
Total Store Expenses	\$145,646	\$21,688	\$57,529	\$66,429
<i>Warehouse and Delivery Expenses:</i>				
Salaries & Wages	\$8,563			
Vehicle Expense	3,102			
Payroll Taxes	491			
Delivery Expense	24			
Total Warehouse & Delivery Expense	\$12,180	\$3,776	\$4,750	\$3,654

JONES COUNTY ABC BOARD
(A component unit of Jones County)
Trenton, North Carolina
SCHEDULE OF OPERATING EXPENSES
For the Year Ended June 30, 2018

	<u>Total</u>	<u>No. 1 Trenton</u>	<u>No. 3 Wyse Fork</u>	<u>No. 4 Pollocksville</u>
<i>Administrative Expenses:</i>				
Salaries & Wages	\$42,909			
Bank Charges	16,971			
Payroll Taxes	3,665			
Hospitalization/Accident Insurance	5,887			
Board Expense	2,328			
Retirement Contributions	2,816			
Telephone	1,577			
Insurance - General	995			
Maintenance Contract	580			
Dues and Subscriptions	243			
Professional Services	750			
Office Supplies	209			
Total Administrative Expenses	\$78,930	\$24,468	\$30,783	\$23,679
<i>Depreciation Expenses:</i>				
Stores	\$3,111	\$2,071	\$755	\$285
Total Depreciation Expenses	\$3,111	\$2,071	\$755	\$285

SCHEDULE 5

JONES COUNTY ABC BOARD
(A component unit of Jones County)
Trenton, North Carolina
SCHEDULE OF NET SALES
For the Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<i>Sales:</i>		
Liquor Sales	<u>\$1,101,120</u>	<u>\$1,047,546</u>
	<u>\$1,101,120</u>	<u>\$1,047,546</u>
<i>Deduct Taxes on Gross Sales:</i>		
State Excise Tax	\$243,682	\$231,770
Rehabilitation Tax - (5 cents & 1 cent)	3,932	3,808
	<u>\$247,614</u>	<u>\$235,578</u>
 <i>Net Sales</i>	 <u><u>\$853,506</u></u>	 <u><u>\$811,968</u></u>

JONES COUNTY ABC BOARD
(A component unit of Jones County)
Trenton, North Carolina
SCHEDULE OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
For the Year Ended June 30, 2018

	2018 Original Budget	2018 Final Budget	2018 Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
Revenues:				
Operating Revenues:				
Liquor Sales - Regular	\$1,003,000	\$1,084,469	\$1,101,120	\$16,651
Total Operating Revenues	\$1,003,000	\$1,084,469	\$1,101,120	\$16,651
Non-operating Revenues:				
Interest Income				
Total Non-operating Revenues	\$0	\$0	\$0	\$0
Total Revenues	\$1,003,000	\$1,084,469	\$1,101,120	\$16,651
Expenditures:				
Taxes Based on Revenue:				
State Excise Tax	\$225,000	\$238,040	\$243,682	(\$5,642)
Rehabilitation Tax	4,000	4,247	3,932	315
Total Taxes Based on Revenue	\$229,000	\$242,287	\$247,614	(\$5,327)
Cost of Goods Sold	\$544,000	\$587,798	\$589,977	(\$2,179)
Operating Expenses:				
Salaries and Wages	\$118,000	\$128,078	\$130,168	(\$2,090)
Payroll Taxes	10,000	9,825	9,958	(133)
Retirement	7,000	6,712	6,514	198
Group Insurance	10,000	10,525	10,768	(243)
Board Member Travel	2,600	2,421	2,328	93
Rent	6,847	7,417	6,852	565
Building and Equipment Repairs	4,000	3,412	3,529	(117)
Utilities	13,000	12,104	13,297	(1,193)
Telephone	4,600	4,218	4,343	(125)
Insurance General & Bonds	12,000	9,144	9,945	(801)
Store Supplies	1,400	2,598	2,847	(249)
Delivery	2,500	2,500	24	2,476
Office Supplies	1,400	861	1,030	(169)
Postage	600	320	368	(48)
Professional Fees	5,000	6,855	4,546	2,309
Dues and Subscriptions	250	143	243	(100)
Grounds Maintenance	3,000	2,160	3,100	(940)
Maintenance Agreement	6,200	5,802	5,802	0
Security	1,300	915	915	0
Vehicle	500	4,500	3,102	1,398

JONES COUNTY ABC BOARD
(A component unit of Jones County)
Trenton, North Carolina
SCHEDULE OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
For the Year Ended June 30, 2018

	2018 Original Budget	2018 Final Budget	2018 Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
Bank Charges	\$16,000	\$16,812	\$16,971	(\$159)
Miscellaneous	800	106	106	
Total Operating Expenses	\$226,997	\$237,428	\$236,756	\$672
Total Expenditures	\$999,997	\$1,067,513	\$1,074,347	(\$6,834)
Distributions:				
Law Enforcement			\$500	(\$500)
County Distribution	\$3,003	\$16,956		16,956
Total Distributions	\$3,003	\$16,956	\$500	\$16,456
Total Expenditures & Distributions	\$1,003,000	\$1,084,469	\$1,074,847	\$9,622
Revenues over Expenditures	\$0	\$0	\$26,273	\$26,273
Other Financing (Uses):				
Working Capital Retained				
Total Other Financing (Uses)	\$0	\$0	\$0	\$0
Revenues over Expenditures and Other Financing (Uses)	\$0	\$0	\$26,273	\$26,273
Reconciliation from Budgetary Basis (Modified Accrual) to Full Accrual:				
Reconciling Items:				
Depreciation			(\$3,111)	
Total			(\$3,111)	
Change in Net Position			\$23,162	

AUTHORITY TO REPRESENT

RE: Jones County, North Carolina civil suit against those legally responsible for the wrongful distribution of prescription opiates and damages caused thereby.

JONES COUNTY, NORTH CAROLINA (hereinafter "CLIENT") hereby retains the law firm MCHUGH FULLER LAW GROUP, PLLC, pursuant to the North Carolina Rules of Professional Responsibility, on a contingent fee basis, to pursue all civil remedies against those in the chain of distribution of prescription opiates responsible for the opioid epidemic which is plaguing Jones County, North Carolina, including, but not limited to, filing a claim for public nuisance to abate the damages caused thereby. **Michael Jay Fuller, Jr., Esq.** of the law firm MCHUGH FULLER LAW GROUP, PLLC shall serve as LEAD COUNSEL. CLIENT authorizes lead counsel to employ and/or associate additional counsel, with consent of CLIENT, to assist LEAD COUNSEL in the just prosecution of the case. CLIENT consents to the participation of the following firms:

GREENE, KETCHUM, FARRELL, BAILEY & TWEEL, LLP
419 11th Street
Huntington, West Virginia

LEVIN, PAPANTONIO, THOMAS, MITCHELL, RAFFERTY & PROCTOR, PA
316 South Baylen Street
Pensacola, Florida

BARON & BUDD, PC
3102 Oak Lawn Avenue #1100
Dallas, Texas

HILL PETERSON CARPER BEE & DEITZLER PLLC
500 Tracy Way
Charleston, West Virginia

MCHUGH FULLER LAW GROUP
97 Elias Whiddon Rd
Hattiesburg, Mississippi

POWELL & MAJESTRO, PLLC
405 Capitol Street, Suite P-1200
Charleston, West Virginia

SEAGLE LAW
P.O. Box 15307
Asheville, North Carolina

WARD AND SMITH, P.A.
1001 College Court
New Bern, North Carolina

In consideration, CLIENT agrees to pay twenty-five percent (25%) of the total recovery (gross) in favor of the CLIENT as an attorney fee whether the claim is resolved by compromise, settlement, or trial and verdict (and appeal). Total fees and expenses shall not exceed thirty-five percent (35%) of the gross recovery. The gross recovery shall be calculated on the amount obtained before the deduction of costs and expenses. CLIENT grants Attorneys an interest in a fee based on the gross recovery. If a court awards attorneys' fees, Attorneys shall receive the "greater of" the gross recovery-based contingent fee or the attorneys' fees awarded. **There is no fee if there is no recovery.**

MCHUGH FULLER LAW GROUP, PLLC and the other law firms, hereinafter referred to as the "Attorneys," agree to advance all litigation expenses necessary to prosecute these claims. All such litigation expenses, including the reasonable internal costs of electronically stored information (ESI) and electronic discovery generally or the direct costs incurred from any outside contractor for those services, will be deducted from any recovery after the contingent fee is calculated. **There is no reimbursement of litigation expenses if there is no recovery.**

The CLIENT acknowledges this fee is reasonable given the time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly, the likelihood this employment will preclude other employment by the Attorneys, the fee customarily charged in the locality for similar legal services, the anticipated (contingent) litigation expenses and the anticipated results obtained, the experience, reputation, and ability of the lawyer or lawyers performing the services and the fact that the fee is contingent upon a successful recovery.

This litigation is intended to address a significant problem in the community. The litigation focuses on the manufacturers and wholesale distributors and their role in the diversion of millions of prescription opiates into the illicit market which has resulted in opioid addiction, abuse, morbidity and mortality. There is no easy solution and no precedent for such an action against this sector of the industry. Many of the facts of the case are locked behind closed doors. The billion dollar industry denies liability. The litigation will be very expensive and the litigation expenses will be advanced by the Attorneys with reimbursement contingent upon a successful recovery. The outcome is uncertain, like all civil litigation, with compensation contingent upon a successful recovery. Consequently, there must be a clear understanding between the CLIENT and the Attorneys regarding the definition of a "successful recovery."

The Attorneys intend to present a damage model designed to abate the public health and safety crisis. This damage model may take the form of money damages or equitable remedies (e.g., abatement fund). The purpose of the lawsuit is to seek reimbursement of the costs incurred in the past fighting the opioid epidemic and/or to recover the funds necessary to abate the health and safety crisis caused by the unlawful conduct of the manufacturers and wholesale distributors. The CLIENT agrees to compensate the Attorneys, contingent upon prevailing, by paying 25% of any settlement/resolution/judgment, in favor of the CLIENT, whether it takes the form of monetary damages or equitable relief. For instance, if the remedy is in the form of monetary damages, CLIENT agrees to pay 25% of the gross amount to Attorneys as compensation and then reimburse the reasonable litigation expenses. If the remedy is in the form of equitable relief (e.g., abatement fund), CLIENT agrees to pay 25% of the gross value of the equitable relief to the Attorneys as compensation and then reimburse the reasonable litigation expenses. To be clear, Attorneys shall not be paid nor receive reimbursement from public funds. However, any judgment arising from successful prosecution of the case, or any consideration arising from a settlement of the matter, whether monetary or equitable, shall not be considered public funds for purposes of calculating the contingent fee. Under no circumstances shall the CLIENT be obligated to pay any Attorneys fee or any litigation expenses except from moneys expended by defendant(s) pursuant to the resolution of the CLIENT's claims. If the defendant(s) expend their own resources to abate the public health and safety crisis in exchange for a release of liability, then the Attorneys will be paid the designated contingent fee from the resources expended by the defendant(s). CLIENT acknowledges this is a

necessary condition required by the Attorneys to dedicate their time and invest their resources on a contingent basis to this enormous project. If the defendant(s) negotiate a release of liability, then the Attorneys should be compensated based upon the consideration offered to induce the dismissal of the lawsuit.

The division of fees, expenses and labor between the Attorneys will be decided by private agreement between the law firms and subject to approval by the CLIENT. Any division of fees will be governed by the North Carolina Rules of Professional Conduct including: (1) the division of fees is in proportion to the services performed by each lawyer or each lawyer assumes joint responsibility for the representation and agrees to be available for consultation with the CLIENT; (2) the CLIENT agrees to the arrangement, including the share each lawyer will receive, and the agreement is confirmed in this writing; and (3) the total fee is *reasonable*.

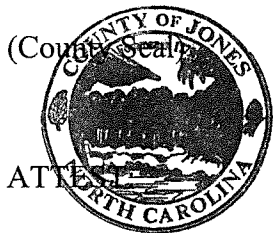
LEAD COUNSEL shall appoint a contact person to keep the CLIENT reasonably informed about the status of the matter in a manner deemed appropriate by the CLIENT. The CLIENT at all times shall retain the authority to decide the disposition of the case and maintain absolute control of the litigation.

Upon conclusion of this matter, LEAD COUNSEL shall provide the CLIENT with a written statement stating the outcome of the matter and, if there is a recovery, showing the remittance to the client and the method of its determination. The closing statement shall specify the manner in which the compensation was determined under the agreement, any costs and expenses deducted by the lawyer from the judgment or settlement involved, and, if applicable, the actual division of the lawyers' fees with a lawyer not in the same firm, as required in Rule 1.05 (e)(3) of the North Carolina Rules of Professional Conduct. The closing statement shall be signed by the CLIENT and each attorney among whom the fee is being divided.

Nothing in this Agreement and nothing in the Attorneys' statement to the CLIENT may be construed as a promise or guarantee about the outcome of this matter. The Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of this matter are expressions of opinion only and the Attorneys make no guarantee as to the outcome of any litigation, settlement or trial proceedings.

SIGNED, this 22nd day of January, ²⁰¹⁹~~2018~~.

Jones County Board of Commissioners



W. Michael Haddock
W. Michael Haddock, Chairman

Angelica K. Hall
Angelica K. Hall,
Clerk to the Board

Accepted:

McHUGH FULLER LAW GROUP, PLLC
97 Elias Whiddon Rd
Hattiesburg, MS 39402
(601) 261-2220



By _____
Michael J. Fuller, Jr., Esq.
Lead Counsel

Date

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
JONES COUNTY, NORTH CAROLINA

Date: January 22, 2019

RESOLUTION NO. _____ (2018)

WHEREAS, Jones County Board of Commissioners has the authority to adopt resolutions with respect to county affairs of Jones County, North Carolina, pursuant to N.C. Gen. Stat. Ann. § 153A-121;

WHEREAS, the Jones County Board of Commissioners has the authority to take action to protect the public health, safety, and welfare of the residents and citizens of Jones County;

WHEREAS, there exists a serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality in Jones County;

WHEREAS, the diversion of legally produced controlled substances into the illicit market causes or contributes to the serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality in Jones County;

WHEREAS, the opioid crisis unreasonably interferes with rights common to the general public of Jones County; involves a significant interference with the public health, safety, peace, comfort, and convenience of citizens and residents of Jones County; includes the delivery of controlled substances in violation of State and Federal law and regulations; and therefore constitutes a public nuisance;

WHEREAS, the opioid crisis is having an extended and far reaching impact of the general public, health, and safety, of residents and citizens of Jones County and must be abated;

WHEREAS, the violation of any laws of the State of North Carolina, or of the United States of America controlling the distribution of a controlled substance is inimical, harmful, and adverse to the public welfare of the residents and citizens of Jones County constitutes a public nuisance;

WHEREAS, the Jones County Board of Commissioners has the authority to abate, or cause to be abated, any public nuisance including those acts that unreasonably interfere with rights common to the general public of Jones County and/or involve a significant interference with the public health, safety, peace, comfort, and convenience of citizens and residents of Jones County;

WHEREAS, Jones County has expended, is expending, and will continue to expend in the future County funds to respond to the serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality within Jones County; and

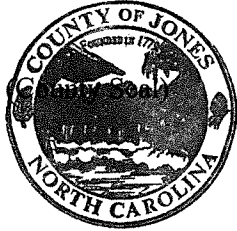
WHEREAS, the Jones County Board of Commissioners have received information that indicates that the manufacturers and wholesale distributors of controlled substances have distributed in Jones County, North Carolina, and surrounding areas, and may have violated Federal and/or State laws and regulations that were enacted to prevent the diversion of legally produced controlled substances into the illicit market.

NOW, THEREFORE, BE IT RESOLVED by the Jones County Board of Commissioners, assembled on this day at which a quorum is present, that based upon the above the Jones County Board of

Commissioners are declaring the opioid crisis a public nuisance which must be abated for the benefit of Jones County and its residents and citizens.

BE IT FINALLY RESOLVED that all resolutions that are inconsistent with this resolution are rescinded.

ADOPTED this 22nd day of January, ~~2018~~²⁰¹⁹ by the Jones County Board of County Commissioners.



ATTEST:

W. Michael Haddock
W. Michael Haddock, Chairman

Angelica K. Hall
Angelica K. Hall,
Clerk to the Board

EXHIBIT C

Budget Amendment

Date: 1/22/2019

Fund: General Fund

Fiscal Year: 2018-2019

Amendment #7

Increase Revenues

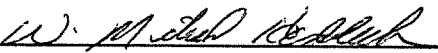
Restricted DSS	Title III-D	11-0212-4586-27	1,301.00
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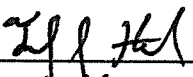
Total Increase in Revenues			1,301.00
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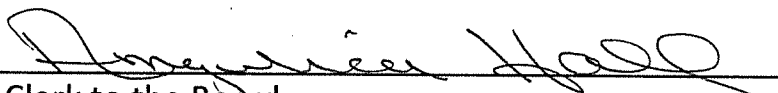
Increase Expenditures

Senior Citizens	Title III-D Evidence Based	11-5860-5318-01	1,301.00
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Total Increase in Expenditures			1,301.00
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Chairman


County Manager


Clerk to the Board


Finance Officer

Budget Amendment

Date: 1/22/2019

Fund: Fund 54 - School Construction Fund


Fiscal Year: 2018-2019 Amendment #8

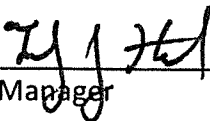
Increase Revenue

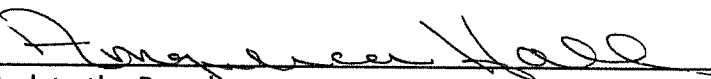
Restricted Other	State of NC	54-0213-4839-74	10,957,288.00
Restricted Other	Lottery Funds	54-0213-4911-00	15,000,000.00
Restricted Other	NMTC	54-0213-4839-72	3,546,052.65
TOTAL			29,503,340.65

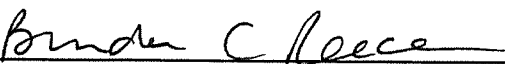
Increase Expenditures

MidHigh School	Legal Fees-Other	54-4266-5192-01	11,284,615.56
MidHigh School	Construction	54-4266-5995-00	18,218,725.09
Total			29,503,340.65


Chairman


County Manager


Clerk to the Board


Finance Officer

Budget Amendment

Date: 1/22/2019

Fund: General Fund

Fiscal Year: 2018-2019


Amendment #9

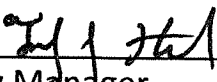
Decrease Expenditures

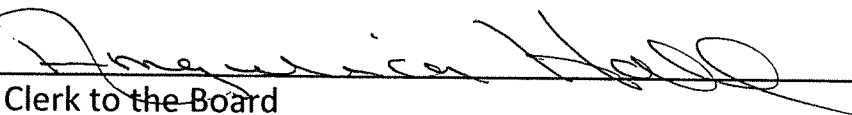
Social Services Admin	Professional-Consultant	11-5310-5199-01	2,000.00
Social Services Admin	Postage	11-5310-5325-00	4,000.00
Social Services Admin	Contract-Maintenance	11-5310-5440-00	16,000.00
Social Services Admin	Contract-Services	11-5310-5440-13	8,500.00
Social Services Admin	Capital/Under \$5000	11-5310-5500-00	8,500.00
Social Services Admin	Telephone	11-5310-5321-00	2,000.00
Social Services Admin	Foster Care Clothing & Other	11-5431-5298-05	5,000.00
Total Decrease			46,000.00

Increase Expenditures

IV-E Foster Care	IV-E Foster Care	11-5440-5298-06	46,000.00
Total Increase			46,000.00


Chairman


County Manager


Clerk to the Board


Finance Officer



COUNTY OF JONES
JONES COUNTY TAX OFFICE

Hope Avery
 Tax Administrator/Assessor

P.O. BOX 87
 Trenton, NC 28585-0087

Susan Riggs
 Tax Collector

January 15, 2019

Jones County Tax Collector:

For the Month of Dec:

2018 Levy Collection by Tax Office:	\$ 2,196,116.89
2018 Levy Collection by NCVTS:	63,191.22
2009-2018 Levy Collection:	13,337.30
Total Levy Collection:	\$ 2,272,645.41

Susan B. Riggs

Susan B. Riggs
 Jones County Tax Collector

2018 Levy as of 12/31/2018 align="right">\$ 6,672,113.80

Collected on 2018 Levy as of 12/31/2018: align="right">5,079,599.43

Other Levy Reduction:

Releases:	-
Refunds:	-
Write-Offs:	8.18
Total Levy Reduction:	\$ 5,079,607.61

Percent (%) of Levy Reduced as of 12/31/2018: align="right">76.13%

Percent (%) of Levy Reduced as of 12/31/2017: align="right">71.81%

North Carolina Department of Health and Human Services

Division of Social Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program

Fiscal Year 2019-20 Application for Funding

Project Period July 1, 2019 – June 30, 2020

Application Due Date: February 15, 2019

Agency Information					
Agency:	Coastal Community Action, Inc.				
Agency:	Coastal Community Action, Inc.				
Federal I.D.	56-607-5606				
DUNS Number:	052770950				
Administrative Office Address:	303 McQueen Avenue Newport, NC 28570				
Mailing Address (include the 4-digit zip code extension):	PO Box 729 Newport, NC 28570-0729				
Telephone Number:	(252) 223-1630				
Fax Number:	(252) 223-1689				
Proposed Funding:	CSBG: \$307,807.00	Additional Resources: \$	Agency Total Budget: \$		
Application Period:	Beginning: July 1, 2019	Ending: June 30, 2020			
Board Chairperson:	Angela Christian				
Board Chairperson's Address: (where communications should be sent)	300 South Tree Court Newport, NC 28570				
Board Chairperson's Term of Office (enter beginning and end dates):	July 1, 2018-June 30, 2019				
Executive Director:	Catissa S. Head				
Executive Director Email Address:	catissa.head@coastalca.org				
Agency Fiscal Officer:	Keith Fiaschetti				
Fiscal Officer Email Address:	keith.fiaschetti@coastalca.org				
CSBG Program Director:	Charlotte A. Neely				
CSBG Program Director Email Address:	charlotte.neely@coastalca.org				
Counties Served with CSBG funds:	Carteret, Craven, Jones, and Pamlico				
Agency Operational Fiscal Year:	October 1-September 30				

North Carolina Department of Health and Human Services
Office of Economic Opportunity – Melvin L. Williams, Jr., Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (✓)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	
Board of Directors Community Needs Assurance	
Planning Process Narrative	
Form 210 – Agency Strategy for Eliminating Poverty	
Form 212 – One-Year Work Program	
Monitoring, Assessment and Evaluation Plan	
Form 212A – CSBG Administrative Support Worksheet (if applicable)	
Form 225 – Agency Budget Information	
Form 225N-Budget Narrative	
<u>Appendices (to be attached by the Applicant):</u>	
• Organizational Chart (do not include names)	
• Job Description and Resume for the Agency's Executive Director	
• Job Description and Resume for the Agency's Chief Financial Officer	
• Job Descriptions for all CSBG employees (do not include names)	
• Affirmative Action Plan	
• Documentation of Public Hearings for Initial Planning Process:	
Copy of Public Notice(s) from Newspaper(s)	
Agenda of Public Meeting(s)	
Copy of Attendance Sheet(s)	
Minutes of Public Meeting(s)	
• Documentation for Notice of Intent to Apply:	
Copy of advertisement(s)	
• Documentation of Submission to County Commissioners:	
Notarized document from county clerk	
Commissioners' comments or minutes (if applicable)	
• Cognizant-Approved Indirect Cost Agreement	
• Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate	
• Cost Allocation Plan (if applicable)	
• Vehicle Registrations (<i>must be up-to-date and after July 1, 2019</i>)	
• State Certification-No Overdue Tax Debts	
• State Certification-Contractor Certification required by N.C. Law	
• Federal Certifications	
• Cost Allocation Plan Certification	
• Federal Funding Accountability and Transparency Act (FFATA)	
• Central Contractor Registration(CCR) (<i>must be up-to-date and after July 1, 2019</i>)	

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application
(continued)

Item	Included (✓)
• IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status <i>(must be dated after July 1, 2014)</i>	
• Conflict of Interest Policy <i>(must have been approved within the past 5 years and must be notarized)</i>	
• Contractual Agreements/leases <i>(must be current within contract period)</i>	

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on ___(dates are listed below for each county)___ for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 29, 2016	Carteret		
November 30, 2016	Jones		
December 1, 2016	Craven		
December 2, 2016	Pamlico		

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on ____January 14, 2019___ as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 28, 2019	Carteret		
January 22, 2019	Craven		
January 22, 2019	Jones		
February 4, 2019	Pamlico		

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	15	Total Current Vacant Seats	01
Total Number of Seats Reserved for Each Sector	Poor	Public	Private
Total Number of Vacant Seats Per Each Sector	Poor	Public	Private
		05	05
		01	0
			0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Mr. Bernard White	Craven	CONB Alderman	June 2016	0	June 2019
2. Mr. Bobby Lowery	Carteret	Second Blessings	May 2016	0	June 2019
3. Vacant		Policy Council			November 2019
4. Ms. Gwendolyn DeKoning	Carteret	Section 8 HUD Advisory Council	July 2018	1	June 2021
5. Ms. LaQuitta Williams	Craven	Former Policy Council Parent	February 2018	0	June 2021
6.					
Public Elected Officials					
1. Ms. Angela Christian	Carteret	Town of Newport	June 2016	0	June 2019
2. Ms. Patricia Prescott	Craven	Pamlico County Commissioners	May 2017	0	June 2020
3. Ms. Terri Sharp	Craven	Craven Clerk of Court	June 2014	1	June 2020
4. Ms. Peggie Garner	Onslow	Onslow County Cooperative Ext	July 2018	0	June 2021
5. Mr. Theron McCabe	Craven	Craven County Commissioners	March 2018	0	June 2021
6.					
Representatives of Private Organizations					
1. Rev. Charles Dudley	Craven	New Beginnings Ministry of Faith	March 2016	0	June 2019
2. Ms. Dawn Gibson	Craven	Peletah Academic Center	October 2017	0	June 2020
3. Ms. Patricia Purnell	Craven	Retired Craven Smart Start	December 2016	0	June 2019
4. Ms. Ann Savage	Pamlico	Coastal Women's Shelter	March 2016	0	June 2019
5. Mr. Jerol Bryant	Jones	Retired FRC	October 2018	0	June 2021
6.					

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Angela Christian	300 South Tree Court Newport, NC 28570	achristian@townofnewport.com
Charles Dudley	1922 Ferry RD Havelock, NC 28532	pastor.dudley@yahoo.com
Peggie Garner	4024 Richland's Highway Jacksonville, NC 28540	peggie_garner@ncsu.edu
Bobby Lowery	2703 Mayberry Loop RD Morehead City, NC 28557	secondblessings@earthlink.net
Bernard White	1811 Durham Street New Bern, NC 28560	whitebw@newbern-nc.org
Terri Sharp	3306 Hedgegrow Circle New Bern, NC 28562	rtsharp@embarqmail.com
Gwendolyn DeKoning	4609 Country Club RD, #B-4 Morehead City, NC 28557	gdekoning36@gmail.com
Ann Savage	PO Box 202 Grantsboro, NC 28529	annbsavage@yahoo.com
Patricia Purnell	1578 St's Delight Church New Bern, NC 28560	clearcall2@gmail.com
Dawn Gibson	354 Fisher RD PO Box 55 Merritt, NC 28556	dawngibson@peletahacademics.org
Patricia Prescott	1435 Prescott RD New Bern, NC 28560	patprescott@gmail.com
Theron McCabe	521 Ferry RD Havelock, NC 28532	crystal1001@centurylink.net
LaQuitta Williams	812 Pecan Court New Bern, NC 28562	quittalmw@gmail.com
Jerol Bryant	509 Greentown RD Trenton, NC 28585	jeroljean509@embarqmail.com
<i>Vacant</i>		

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board: Executive			
Angela Christian	Chairperson	Public	Carteret
Charles Dudley	Vice-Chair	Private	Craven
Peggie Garner	Treasurer	Public	Onslow
Bobby Lowery	Secretary	Poor	Carteret
Committee Name: By-Laws			
Terri Sharp	Chairperson	Public	Craven
Dawn Baldwin Gibson		Private	Craven
LaQuitta Williams		Poor	Craven
Pat Prescott		Public	Pamlico
Committee Name: Finance			
Peggie Garner	Chairperson	Public	Onslow
Patricia Purnell		Private	Craven
Angela Christian		Public	Carteret
Keith Fiaschetti	(CFO-Staff Representative)		
Committee Name: Nominating			
Patricia Purnell	Chairperson	Private	Craven
Bernard White		Public	Craven
Pat Prescott		Public	Pamlico
Bobby Lowery		Poor	Carteret
Committee Name: Planning/Building			
Angela Christian	Chairperson	Public	Carteret
Ann Savage		Private	Pamlico
Terri Sharp		Public	Craven
Gwendolyn DeKoning		Poor	Carteret
Committee Name: 401(k) Plan			
Peggie Garner	Chairperson	Public	Onslow
Bobby Lowery		Poor	Carteret
Calissa Head	(Executive Director)		
Committee Name: Marketing/Fund Development			
Charles Dudley	Chairperson	Private	Craven
Angela Christian		Public	Carteret
Theron McCabe		Public	Craven
Jerol Bryant		Private	Jones

*To be completed by agencies serving multiple counties.

Community Service Block Grant

Board of Directors Contractual Certifications

I, Angela Christian, Coastal Community Action, Inc. (board chairperson name and name of applicant) certify the information in the following categories by initialing each certification and signing below:

- ☐ **A. Conflict of Interest:** I certify that a Conflict of Interest Policy is in place and that a copy of the policy can be found in the Employee Policy Manual and in the Board Member Handbook. I also certify that all members of the Board of Directors and all staff annually sign "Conflict of Interest" forms and that copies of Board member signatures are kept in the Board Minutes Book while copies of employee signatures are retained in the personnel files.
- ☐ **B. Board of Director Orientation/Training:** I certify that a Board Member Orientation Policy is in place and that it is utilized as new Board members are assigned to the Board. I also certify that all Board members attend an annual Board Training each year and record of such is reflected in the Board minutes. The most recent Board Training occurred on (date)
- ☐ **C. Agency-wide Audit:** I certify that (name of auditing firm/auditor) performs an audit annually. The audit is completed each year and submitted for review by the Board. The most recent audit for program year (date range) was submitted and accepted by the Board at the (date) meeting and is on record in said minutes.

Certification (Original Signature)

Signature of Chairperson/President

Date

Community Service Block Grant Certification of Community Assessment

The _____ (applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

- ☐ Surveys of the community(s) - door to door, telephone, etc.
- ☐ Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- ☐ Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- ☐ Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- ☐ Public meetings to solicit input on community needs
- ☐ Other (Describe) _____

The most recent Community Assessment was completed on: ___May 2015_____ (date)

The Community Assessment was completed by: ___PODS, Inc._____ (agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

(continue to next page)

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

- a. Low-Income Community:

Members of the low-income community were involved in the planning and development of this three-year strategic plan during Public Planning Meetings in each county. These meetings were sponsored by staff from Coastal Community Action, Inc. (CCA) in partnership with other human service organizations that serve a segment of the population also targeted for participation in the CSBG program. This is important as low-income individuals and families are integral to the success of planning for services and programming to identify barriers and to meet the most critical needs in the four-county service area: Carteret, Craven, Jones, and Pamlico counties. At each planning meeting citizens from the low-income community in each of the four counties were provided a historical overview of the Economic Opportunity Act of 1964, presented program outcomes and success stories of the program from the previous three years, and a proposed model for the three-year plan for fiscal years 2017-2020. For the initial planning period, low-income citizens were given the opportunity to provide input, ask questions, and share testimonials of past experiences when receiving assistance through CSBG/Family Development Services at CCA.

These public meetings were held in each of the four counties to be served with CSBG funding as follows:

Carteret County: November 29, 2016, 5:30 PM, Coastal Community Action, Inc., Newport

Jones County: November 30, 2016 5:30 PM, Lenoir Community College Jones Education Center, Trenton

Craven County: December 1, 2016 12:00 PM Duffyfield Child Development Center

Pamlico County: December 2, 2016, 12:00 PM, Pamlico County Senior Center, Alliance

Locations for public planning meetings were selected for their centrality and accessibility for low-income residents and the community at-large. Program participants, past and present were invited by Family Development Specialists to attend public planning meetings in their respective communities to describe their barriers and persistent needs to provide input regarding the plan. Additionally, representatives of the low-income community were given the opportunity to describe unmet needs in the areas of housing, transportation, child care, income management, employment, education and all other areas that block the achievement of economic stability for families and individuals living at or below poverty.

Continuing with year three of the three-year plan for 2017-2020, low-income citizens were notified that the grant application was available for public review and comment by announcements posted in English and Spanish in the main office in Newport, at the six Head Start/Early Head Start Child Development Centers in Beaufort and Newport (Carteret); New Bern and Havelock (three sites in Craven), and Grantsboro (Pamlico). Notices also were posted at Carteret County Department of Social Services, Craven County Department of Social Services, Jones County Department of Social Services, Jones County Partnership for Children, Jones County Senior Center and Lenoir Community College Jones Education Center (Jones County); Pamlico County Department of Social Services and Pamlico Senior Citizens Center (Pamlico).

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative (cont.)**

Public Notices also were published in the following local newspapers:

The Jacksonville Daily News, which covers all four counties; *The Sun Journal*, covers Craven, Jones and Pamlico counties; *News-Times*, covers Carteret County; and *Pamlico News* covers Pamlico County and surrounding areas. Newspaper publications allow us to reach a wide audience, which also targets low-income populations with the greatest needs.

Family surveys are distributed and collected throughout the year from parents with children enrolled in the Head Start/Early Head Start program at Coastal Community Action, Inc. to determine the most pervasive needs for low-income families. Reviewing over 500 surveys from low-income households provide a very clear overview of the needs of the families in the four-county service area. Based on brainstorming sessions for each of the four counties during the planning process, the common barriers that block the achievement of self-sufficiency include supports needed to maintain employment such as transportation, and also, low paying jobs without benefits. In 2015, a Community Assessment was conducted by the Family and Children's Services Program. The results reflected trends within Carteret, Craven, Jones and Pamlico County which affect the economic and health status, and well-being of families living in low-income communities. Data collected from the most recent assessment of the community confirms that transportation is a challenge for adults to attain and maintain employment. Additionally, there is a need for more jobs and job training opportunities, services and supports for affordable child care and crisis intervention for families striving to meet their basic monthly living obligations. The Community Assessment determined the barriers to reaching a desired level of economic self-sufficiency remains significantly unchanged since 2010 for low-income residents in Carteret, Craven, Jones and Pamlico Counties. The most critical needs are: 1) Transportation; 2) Employment with benefits; 3) Employment opportunities with higher wages; 5) Affordable, quality day care with longer service hours and days. Based on the needs determined in the assessment, it is apparent that the barriers to self-sufficiency in our service area are stagnant, specifically because of low wages and available resources such as employment with higher wages and medical benefits, transportation, safe, affordable housing, and quality, affordable, dependable day care. Moreover, the housing status of many families also is a serious concern. There is a high percentage of low-income families residing in sub-standard dwellings, who are unable to afford to move to better living conditions, and also lack the resources to work toward home ownership. Homelessness among families with children also needs to be addressed in the four county service area. Members of the low-income population are always encouraged to review, comment, and/or ask questions regarding the CSBG Self-Sufficiency Family Development program services by visiting the agency in Newport, or one of our partner sites at the New Bern Housing Authority, Jones County Department of Social Services, Carteret County JobLink Career Center, Craven County Career Center, Lenoir Community College JobLink Jones County Center, or any of the six Head Start/Early Head Start Centers in Carteret, Craven or Pamlico counties.

Notice of Intent to Apply:

As a requirement for this 2019-2020 grant submission, the "Notice of Intent to Apply" was advertised in the non-legal sections of the following local newspapers:

January 9, 2019 and January 13, 2019 *Sun Journal* (reports news pertaining to Craven, Jones, and Pamlico Counties)

January 9, 2019 *Jacksonville Daily News* (reports to Onslow and Jones Counties)

January 9, 2019 *Carteret News-Times* (primarily reports for Carteret County)

January 9, 2019 *Pamlico News* (primarily reports for Pamlico County and other surrounding areas)

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative (cont.)**

a. Agency Staff:

Comprehensive services provided to families through Family Development Services are funded through the Community Services Block Grant. A description of services provided during previous program years were presented and discussed at each Public Planning Meeting. Roundtable discussions about individual cases are held to determine how best to meet the needs of the family. The major focus is how services that we provide impact our customers, and the best practices for collaboratively providing comprehensive services with interagency services and our partners. The OEO Year-End Report, CSBG/IS Report and information and data in Accountable Results for Community Action (AR4CA) are most relevant mechanisms for assessing and meeting the needs of program participants. Family Development Services team members also serve on several committees that focus on poverty issues in our service area. Community involvement has given staff the opportunity to collect information from JobLink Centers in Carteret, Craven, Jones and Pamlico Counties, Departments of Social Services, Head Start, Section 8 HUD Rental Assistance, Onslow-Carteret Behavioral Health Center, the Health Department in all four counties, and other committees and area-wide collaborations.

The most recent Community Assessment for CCA was completed in May 2015 for Family and Children's Services. Family and Children's Services includes Family Development Services, Head Start and Early Head Start programs. The Family and Children's Services Program (FCSP) Director developed electronic surveys for participants, partners, governing bodies and staff that were distributed and collected by Family Development Specialists, Head Start/Early Head Start Center Managers and the Community Initiatives Coordinator. The FCSP Director and Family Development Specialists conducted focus groups involving community partners to distinguish and classify the most pervasive of needs for the low-income population in Carteret, Craven, Jones and Pamlico counties. Family Development Specialists, the Community Initiatives Coordinator, Center Managers in Craven County and the Executive Director also participated in the Choice Neighborhoods Initiatives sponsored by the New Bern Housing Authority and contributed to the education, housing and employment assessment for the Greater Five-Points area in New Bern (Craven County). Information contributed was based on the family surveys, CSBG-IS Report results, and CSBG Year-End Reports for the last three years.

The FCSP director researched local poverty statistics and data contained in this grant application. There are several other programs within the agency that share program participants with both CSBG and Head Start programs. In 2012, restructuring of programs at CCA blended CSBG Family Development Services and Children's Services was approved by the Board of Directors to become the Family and Children's Services Program. This approach has afforded even more services with a comprehensive base, providing heightened effectiveness with meeting the needs of families in our service area. Family Development Specialists have firsthand knowledge of families expressing the greatest need for goal-setting to work towards self-sufficiency. Teachers collect Family Surveys at the beginning of the Head Start program year (September) and submit results to the appropriate Family Development Specialist. Concentrated efforts between Head Start Teachers, Health and Nutrition Managers, the Parent, Family and Community Engagement Manager with Family Development Specialists provide multiple opportunities for staff to determine greatest needs to

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative, (cont.)**

block barriers and help heads of households to work towards self-sufficiency. Family Development Specialists (formerly Case Managers) are stationed at Head Start centers and other satellite offices for customer accessibility. The strategic plan serves as a guide to meeting the goals and objectives for the program. The Family Development Services Model defines roles and responsibilities. With the blending of Head Start and CSBG, family accomplishments are included in an annual report for public review. Family Development Specialists are currently contributing to the development and implementation of the Family and Children's Services Procedure Manual and the Family Development Services Standard Operating Procedures Manual for providing a guide to Self-Sufficiency (CSBG) and Head Start Case Management.

Partner agency representatives that serve low-income individuals and families were invited to each of the initial Public Planning Meetings by e-mails and personal invitations from the Family Development Services team. Representatives that attended contributed to the discussion and provided feedback regarding the needs of low-income populations specific to their service areas. These invitations resulted in successful planning meetings that consisted of an average attendance of 28 of individuals from the community, representatives from partner organizations, CSBG/Family Development Specialists, Head Start, Senior Services and Weatherization programs under the umbrella of Coastal Community Action, Inc., as well as the Executive Director. Success stories about participants were presented by Family Development Services Specialists during each meeting.

The Parent, Family and Community Engagement Manager, Family Development Specialists and other Head Start Component Managers annually use a multidisciplinary approach to review the files of all children enrolled in the Head Start/Early Head Start program to determine the highest level of need for families, to assess families in crisis and connect them to Case Management to alleviate their crisis situation, and also to develop a list a families for potential Self-Sufficiency participation. From this information, support services in the four-county service area are needed to help families maintain standard housing, secure employment with health benefits and transportation, good nutrition, and affordable child care outside of Head Start/Early Head Start service hours. With full enrollment at 759 children for Head Start and Early Head Start children, more than 600 families are evaluated for needed services at a minimum of two times per year.

Family Development Specialists attend regular focus meetings with community partners designed to help members of our targeted population and to assess ongoing needs. Workshops are presented at Head Start Parent Meetings, Housing Authority Resident Council meetings, Foster Grandparent Volunteers In-service Trainings and consumer meetings at area mental health agencies. Within the last year, the team presented and collaborated with other agencies with 18 workshops, seminars, and other activities purposed to provide self-help information and assistance to families to help them meet their needs.

a. Agency's Board Members:

Each year, board members attend the annual Celebration of Success to meet and greet program participants who have overcome obstacles to rise above poverty. This allows board members an occasion to share with staff and participants in one setting. Looking at the trends of poverty in our service areas, the Board of Directors continue developing several fundraising activities by involving businesses and faith-based organizations to help provide additional resources to encourage the low-income community. The Board has completed the process of reviewing and updating the strategic plan, which will include the idea

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative, (cont.)**

for CSBG to continue integration with agencies that promote one-stop assistance throughout our service area. The most recent Celebration of Success was held in Craven County in April 2018. Board members were in attendance at this event.

The Self-Sufficiency program, along with collaborative efforts from other agencies will allow us to concentrate on providing the best management of services for individuals/families who are motivated to work for economic independence. The board will continue to play a significant role in the governance of all legal, programmatic and financial aspects of the program. All activities are reported to the Board during regular board meetings and through correspondence. Local program policies are reviewed and approved by the Board. We will continue to utilize a total self-sufficiency approach by providing educational assistance, job training and placement, transportation assistance, workshops and seminars for money management, life skills and homeownership, assistance to ex-offenders who show commitment to self-improvement, and referrals for crises interventions. Partnerships and linkages will enable us to meet the needs of eligible, low-income populations seeking enrollment in the program. The Board will continue to ensure that Coastal Community Action, Inc. has a strong network of assistance with proper representation.

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

The lack of comprehensive human services programming is identified as the primary priority for the causes of poverty in the CCA service area. The methods and criteria used by the agency for identifying this cause of poverty was determined by the collecting of data from within the agency, data from partner agencies, family surveys, AR4CA Needs Assessments information, Community Assessment 2015, most recent United States Census Bureau statistics, local data from economic development councils and the Federal Poverty Income Guidelines. The participant intake process for all program areas reveals data from each county to assess needs and determine causes of poverty in all four counties, which the NC Division of Workforce Solutions identifies low wages from seasonal work, and unemployment rates averaging 10 percent of the working population. This information reveals that the causes of poverty for households are due to on-going periods of unemployment and under-employment in local communities. The annual agency outcome measures reported in the Community Services Block Grant/Information Survey (CSBG/IS) provide specific data gathered throughout the year regarding households with zero income. An assessment of services delivered to help individuals find employment presents a snapshot of more services needed to help families to move towards economic stability. Additional data was obtained from Family Development Services program records, information from the Departments of Social Services in Carteret, Craven, Jones, and Pamlico counties, Onslow Carteret Behavioral Health Center, Hope Mission in Carteret County, Religious Community Services in Craven County, Carolina Regional Housing Authority, Beaufort Housing Authority, local Section 8 HUD programs, and New Bern Housing Authority. To determine priority and selection of strategies to be implemented were developed from an analysis of recent needs assessments. Reported assessments reveal that the needs for low-income families result in continuous barriers to achieving self-sufficiency. Out of 300 families/individuals assessed, more than 70% report barriers to self-sufficiency are from low wages, insufficient transportation creating difficulties to finding and keeping a job, and the lack of affordable quality child care, including child care for extended hours. The lack of higher education and job skills prohibit many household heads from obtaining a job that pays above minimum wage. Likewise, the

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative, (cont.)**

inability to find and keep employment, the high cost of living with limited finances, lack of money management and budgeting skills coupled with all other barriers are the most crucial issues in helping low-income individuals and especially for those who are struggling with the transition from welfare dependency. With over 600 families with children served through the Early Head Start/Head Start and NC Pre-K programs at CCA, less than five percent of these households actually acquire enough resources available to help them move out of poverty.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

Activities that have been presented to empower low-income individuals and families to achieve economic independence and security consist of self-help workshops, providing opportunities for participation in volunteer councils and committees, and participation in the HUD Family Self-Sufficiency program. The Family Development Services program provides workshops for families and individuals enrolled in Self-Sufficiency and/or Head Start Case Management and for the community at-large at least six times per year. Additional workshops are co-sponsored with partner agencies to reach individuals participating in programs through Vocational Rehabilitation, Departments of Social Services, Craven Career Center, Workforce Innovation and Opportunity Act, Neuse Community Development Corporation, New Bern Housing Authority, Legal Aid of North Carolina, and local attorneys with an interest in helping low-income populations. Workshop subjects include financial literacy (series), basic money management, debt reduction and elimination, managing credit, education resources, foreclosure prevention, housing options, family law, career development (series), employment retention, stress management, positive parenting, family safety, healthy relationships, and health and wellness. Workshops are held in locations that are nearest our target population: New Bern Housing Authority, Craven Department of Social Services, Pamlico Human Services Agency, Pamlico Community College, Lenoir Community College JobLink/Jones County Center and partnering faith-based organizations.

Low-income individuals are provided many opportunities to serve on non-governing volunteer committees and councils to gain experience with roles and responsibilities of contributing to improving services for program participants. The following advisory councils at CCA comprise of low-income program participants: Family Development Services Advisory Council, HUD Advisory Council, Senior Companion Advisory Council, Foster Grandparent Volunteer Advisory Council and Retired & Senior Volunteer Advisory Council. Parents of Head Start children are encouraged to volunteer at Head Start centers to acquire skills and to actively serve on Parent Councils and sub-committees, ultimately to strive to serve as Policy Council members which shares decision-making concerning Head Start with the governing Board of Directors for CCA.

The HUD Family Self-Sufficiency (FSS) program is provided to individuals enrolled in the Rental Assistance program at CCA. Approximately 50 individuals participate in FSS with the goal of increasing their annual income to accumulate savings in an escrow account. Upon graduation from the program, savings may be withdrawn by the participant. The primary goals for participants are to use funds for down payments to close on a new home, purchase reliable vehicles, or to pay off debts.

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative, (cont.)**

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

The agency plans to make more effective use of and coordinate with other programs, including State Welfare Reform efforts by continuing strong relationships with local departments of social services and other programs that strive to assist low-income persons to attain a level of self-sufficiency, ultimately to help them to help themselves to move above the poverty level. Family Development Specialists serves as contributing members with Craven County Department of Social Services' Work First/Retention and formed a pilot project for a Head Start-Work First Collaboration Team to increase across agency referrals and joining forces to establish goal-setting priorities with families, and meeting with a plethora of service providers for multidisciplinary meetings for families at-risk of homelessness, in need of mental health interventions, loss of employment or in need of employment, or children possibly being placed in foster care. Members of the agency also serve on advisory councils for Section 8 HUD Family Self-Sufficiency Coordinating Council, Senior Programs' Advisory Councils, JobLink Management Teams, Nonprofit Councils, Housing Coalitions, Child Fatality Task Force, and Domestic Violence Task Force in our service areas. Each of these councils and committees consists of representatives from the Division of Workforce Solutions, Eastern Carolina Behavioral Health, Trillium Mental Health, County Health Departments, Public Schools, Work Force Development Board, community colleges, Vocational Rehabilitation, and local churches. Family Development Specialists work closely with local JobLink Career Centers, Division of Workforce Solutions, Vocational Rehabilitation, Workforce Investment Act, and other employment coaches, counselors and coordinators to assist with meeting the needs of clients enrolled in these programs. Family and Children's Services works with partner agencies such as, Craven ESC JobLink, Pamlico Community College JobLink, Carteret County DSS, Pamlico County DSS, Jones County DSS, and Lenoir Community College JobLink in Jones County to strengthen and build on existing and new resources to ensure families have access to Self-Sufficiency services.

The private sector will be encouraged to participate in efforts to eliminate the causes of poverty initiating activities to develop more community awareness of its programs. Accompanying this effort of "local giving" programs is being devised whereby service organizations, businesses, corporations and individuals can contribute to CCA programs and services which are aimed at reducing poverty and enhancing the quality of life for the community at large. By acting as advocates for our participants, we feel it is important to allow participants, if he or she desires, to share his or her story with business owners in the private sector, hopefully to show business owners the causes, effects, and ways they can help us with solutions to helping our participants reach a level of self-sufficiency. Television and newspaper interviews are being used as vehicles to achieve wider community awareness. Businesses are asked to donate merchandise for door prizes during events throughout the year. This allows businesses to become involved in our efforts, as well as assist us in generating resources for participants in need of other types of assistance. Retail stores and private businesses are contacted to donate clothing and accessories for participants preparing for job interviews and/or receiving employment. The program also partners with Uniforms PRN to provide quality

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orthopedic footwear for program participants whose work require long-standing. A Shoe Drive has been held for the past six years to ensure that the neediest participants have appropriate footwear for work. Since 2011, partnerships have been established with private attorneys who conduct "Family Law" workshops for low-income families, and also provide training for staff to increase knowledge and supports for single headed households to seek out non-custodial parents for collecting child support payments.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

In addition to the description of planned and on-going agency coordination activities described, careful examination is given to participant service contracts in terms of "gaps", or their unmet (provision of) needs. Limited resources result in a large volume of outside referrals. Aside from our interagency referral system, we currently are involved in a unique opportunity in partnership with Craven County Department of Social Services/Work First Family Assistance Program and Head Start/Early Head Start. This model is designed to strengthen the partnership between local programs under the umbrella of community action and the local department of social services. This initiative engages family services professionals from both agencies to identify families participating in both programs and allows professionals to combine forces to jointly work together to maximize services without duplication. Staff from both agencies jointly participate in meetings, cross-trainings and assessments/goal-settings with families on a continuum. Additionally, staff also is involved in meetings and discussions with other agencies to encourage a strong network of service delivery, plus a system of best practices for the program. Meeting with partners through Continuum of Care, Shelter-Plus Care, housing coalitions, mental health associations, community initiatives such as the Hope Mission Homeless Shelter, White Oak Ecumenical Emergency Assistance, Family Promise and other faith-based organizations to provide temporary shelter for families, Area-Wide Housing Collaborations, housing authority council groups and other partnerships allow representatives to share any old or new information to strengthen the network of providers. Our involvement with the Eastern Carolina Workforce Development Professional Association also brings various organizations together to share the progress of their programs and introduce any new services. This has proven beneficial to us, because it gives us the opportunity to promote the scope of our services and broaden our networking channels. Memorandums of Understanding/Agreements and informal partner agreements assist with filling identified gaps for services, as well as to avoid service duplication. CCA, Inc. is continuously working to develop more appropriate mechanisms for referral, management, and follow-up. Family Development Specialists conduct individual intake applications on standard computerized forms for participants seeking assistance. Each specialist is assigned to manage families or individuals to assess and determine service needs, handle referrals, track/monitor, and follow-up with face-to-face consultations from acceptance to termination.

6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

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The agency is committed to supporting innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant with the goal of strengthening families and encouraging effective parenting. The Family and Children's Services Program within the agency provides Parent, Family and Community Engagement initiatives that are designed to meet goals of strengthening families. Family Development Specialists are involved in every aspect of the Head Start/Early Head Start program, and take an active role with families to promote the male involvement project Man Up!, family literacy projects, quarterly newsletters, health and dental services, Family Night, Family Fun Day, community events sponsored by the local health departments (health fairs and expos), Partnerships for Children (back-to-school events, parent education) and county Cooperative Extensions (community health, nutrition and budgeting events). Fatherhood initiatives currently are driven through regular male involvement meetings with fathers who have children enrolled in Head Start/Early Head Start. Family and Children's Services male staff members have made concerted efforts to engage male family members to increase their visibility in the program. During the 2017-2018 program year approximately 145 males donated more than 3,855 hours of in-kind time in the classrooms at Head Start centers.

Approximately 220 males participated in activities at all six Head Start/Early Head Start centers at CCA, and also about 70 males participated in the Man Up! Luncheon Conference in April 2018 sponsored by Family and Children's Services. The conference consisted of male participants from other Community Action agencies and partner agencies. Family Development Specialists assist with the facilitation of these activities to involve males in our program. Aside from monthly meetings, guest speakers are invited for special breakfasts, luncheons, and dinners to train and educate men to become involved with their children. The results have increased the number of males becoming involved in parent committees, classroom activities, and other social activities for families in our service area. Involvement with other initiatives with goals of strengthening families and encouraging effective parenting are through partnerships with programs that promote healthy marriages, positive parenting, teen pregnancy prevention and family support classes sponsored by local churches, public schools, local social services and mental health agencies, and winter and spring community events for families.

Additionally, middle school and high school students receive credit for reading to children enrolled in Head Start. Foster Grandparent Volunteers serve in Head Start/Early Head Start classrooms to provide additional nurturing to children in early education settings. The public schools' English-as-a-Second Language project provides services to families through workshops, information and referrals, and a strong support base for the Latino/Hispanic population in all four counties. Family Development Specialists actively participate in ESL projects in Carteret and Craven Counties Interfaith Refugee Ministries partners with Family and Children's Services staff to assist Asian populations in the community to obtain housing, food, employment and language classes. These types of support contribute to strengthening families while struggling to adjust to the cultural norms of a new life. Currently, community colleges, Employment Security/JobLink Centers and bilingual advocacy groups provide a strong support base for non-English speaking families and individuals. Head Start offers workshops to the families of the children they serve, and Family and Children's Services' clients with children in the Head Start program are encouraged to attend these classes as well. Head Start provides a Bilingual Support Coordinator to assist non-English speaking parents to access needed services.

1. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

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The agency is involved with a variety of programs to address issues pertaining to hunger and proper nutrition throughout the four-county service area. We encourage program participants to apply for SNAP Benefits at the Department of Social Services in their county of residence. Estimated SNAP Benefits cases reported as of November 2018 for the four-county service area were reported as follows:

County	Carteret	Craven	Jones	Pamlico
Number of Cases	3,628	6,669	1,043	1,004

We also inform women in the community with small children or pregnant to enroll in the Women, Infants and Children (WIC) program to supplement nutritional needs and prevent anemia and nutritional deficiencies for children 0-5 years-old. Vouchers are provided for parents or guardians to purchase milk, cheese, eggs and natural fruit juices from local supermarkets. Data currently for the 2017-2018 fiscal year for health departments in the program's service areas reported estimated numbers of WIC cases as follows:

County	Carteret	Craven	Jones	Pamlico
Number of Cases	1,305	2,934	215	284

We continue to help meet the food needs of the families seeking to enroll in our program by continuing to collaborate with Soup Kitchens, food pantry services local church food drives, the NC Food Bank and through collaborative efforts with the following programs and their services:

- Head Start/Early Head Start/North Carolina Pre-Kindergarten (NC Pre-K) programs provide two hot meals and nutritious snacks over 800 children 0-5 years participating in kindergarten preparation and early developmental programs in six Head Start Child Development Centers in Carteret, Craven, and Pamlico counties. All three counties, plus Jones County provide home-based education and development options for children. Home Visitors educate parents and children about proper nutrition. Approximately 28 Foster Grandparent Volunteers assigned to Head Start Child Development Centers receive nutritious meals during their hours of volunteer service.
- Boys' and Girls' Clubs of Coastal Carolina during the after school hours provides nutritious snacks five days per week to 140 students through Kids Café in Morehead City, 50 students in the Beaufort Club, and 50 students in the Havelock Club. During the summer, youth receive at least one full-course meal, once per day, along with nutrition education projects to approximately 200 school age participants in all three locations.
- Senior Nutrition Food Program, sponsored by the NC Division of Aging and Adult Services ensures that well-balanced meals consistent with the nutritional requirements set forth by the USDA are provided in congregate settings or home-delivered to elderly clients on a daily basis.

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- The Salvation Army in Carteret and Craven counties distributes food to an average of 500 families per month with a referral from a human services agency. Families must be experiencing a crisis.
- St. Andrews Episcopal Church in New Bern serves one daily meal, four days per week to approximately 400 individuals per month
- Martha's Missions in Carteret County provides non-perishable foods to the community from a food pantry
- Salvation Army and Religious Community Services in Craven County provide non-perishable foods to the community from a food pantry
- Hope Mission provides meals from their Soup Kitchen Monday-Friday in Craven County
- Additional Food Banks are sponsored by the following faith-based organizations in Craven County: Operation Food Share, Religious Community Services, Faith United Methodist Church, Ephesus Church, Abundant Life Miracle Center, Burning Bush United Holy Church and Calvary Baptist Church. The average numbers of food packages distributed per family per month were not reported
- Food distributions sponsored by an unspecified number of unreported ministries and organizations in Carteret, Craven, Jones and Pamlico counties.
- St. Peter the Fisherman sponsors a food pantry for Pamlico County residents serving approximately 150 families per month. The organization couples Food Bank packages with food from The Emergency Food Assistance Program (TEFAP).
- Carteret County Cooperative Extension sponsors (TEFAP) The Emergency Food Assistance Program. Average number of families served not reported.
- Food distributions and mobile food pantries from the Food Bank of North Carolina are sponsored in Carteret County as follows:

God's City of Refuge serves an average of 175 families per month
St. James United Methodist Church serves approximately 170 families per month
White Oak Ecumenical Outreach Ministry serves approximately 170 families per month
Wildwood Baptist Church serves an average of 150 families/individuals per month
Community Baptist Church serves an average of 40 families per month

Also, services are provided to low-income families by the Head Start Nutrition Manager, training them to shop for nutritious foods, preparing foods to receive the highest nutritional value, and creating healthy meals on a limited budget.

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The Nutrition Manager also plans menus in accordance with the USDA Child and Adult Care Food Program, and distributes helpful tips to families on how to store food and help children to make healthy food choices.

7. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act.

The agency will continue to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services through involvement in the establishment of JobLink Career Centers in Carteret Craven, and Pamlico Counties, a collaboration of various agencies to develop housing resources, a continuous relationship with local Departments of Social Services for Families At-Risk, coordination of services available through mental health organizations, Vocational Rehabilitation, and involvement with Section 8 HUD Family Self-Sufficiency Advisory Committees. Family Development Specialists and other staff are actively involved in the Eastern Carolina Workforce Development Professional Association and meet with WIOA staff from nine counties on a monthly basis. Meetings are designed for cross training and updates of trends and issues to share resources to help low-income individuals with finding and maintaining employment. The agency has an established Memorandum of Understanding with the community colleges and Workforce Solutions/Employment Security Commission that sponsor local WIOA programs.

Duplication of services will be avoided through active referrals, gathering of information about new and existing programs, and by creating a strong networking system with other organizations. The agency will coordinate the provision of employment and training activities with entities providing activities colleges in our service area to avoid the duplication of services. Self-Sufficiency and emergency assistance often require other agency cooperation and coordination. Direct written referrals including intake-application information and any direct services are quickly routed to other agencies. Follow-up phone calls are made to verify receipt and to answer questions.

8. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

Funding will be coordinated with the emergency energy crisis intervention program under title XXVI in relation to the Low-Income Home Energy Assistance Program through the establishment of effective inter-agency linkage, and continued network support with programs and agencies throughout this service area. Our target population is served primarily by Carteret County Department of Social Services. We are enjoying a successful coordination of services with the departments of social services, Salvation Army, private thrift shops, Eastern Carolina Behavioral Health Services, Easter Seals United Cerebral Palsy, Atlantic House Psychosocial Rehabilitation Center, Employment Security Commission, power companies, medical and dental providers, day care operators, housing authorities, landlords, taxi companies, and Carteret County and Craven County Area Transit Systems (CCATS & CARTS) specifically in regard to the Self-Sufficiency program and Head Start Case Management.

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Generally, if clients come to CCA, Inc. for home utility (fuel), heating equipment and other utility services (deposits, payments for terminations) we refer them to (depending on their county of residence) DSS, Salvation Army, Hope Mission/Christian Ministries, Vanceboro Christian Help, Religious Community Services, Christian Aid Society, and in some cases, our Weatherization program. All of these programs are designed to assist families or individuals to alleviate and/or prevent crises. During initial intake, an assessment of needs is conducted, after determining income eligibility.

Following the initial screening, interviewing, and reviewing of program policies, the Self-Sufficiency Family Contract Agreement is reviewed, signed by all parties (participant(s) and Family development Specialist) and implemented. Active referrals are made as necessary, for customers in need of repairs to conserve home energy and to reduce utility costs. All referrals are tracked and followed-up by Family Development Specialists. The agreement also involves Mental Health services, Carteret Community College (CCC), CCA HUD (Section 8 Housing), the County Department of Health, and perhaps service organizations. The Low-Income Home Energy Assistance Program (LIHEAP) is provided at CCA through the Heating and Air Repair and Replacement Programs (HARRP). HARRP and the Weatherization programs are conveniently accessible for those entering the CSBG program. Active referrals are made within the agency Weatherization and HARRP Programs are available and advantageous for low-income residents living in Carteret, Duplin, New Hanover and Onslow counties. Continuous coordination and communication is achieved primarily by sharing intake application information, and by informing other human service agencies of LIHEAP availability throughout the service area.

9. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

Low-income youth in our service area are in need of programs that are incorporated into existing programs that will provide effective adolescent pregnancy prevention programs, anti-violence initiatives, college resources, and volunteer and employment opportunities. Specialized mentoring programs are needed to train youth academically, to teach them good decision making and life skills in preparation for education and careers to break the cycle of poverty. The efforts of the agency to meet the needs of youth continue to be initiated through collaborations with local county health departments, faith-based organizations, the Easter Seals United Cerebral Palsy Transitions and the New Bern Housing Authority to promote teen pregnancy prevention. The efforts of the agency to promote increased community coordination and collaboration in meeting the needs of low-income youth are focused primarily through the Boys' and Girls' Clubs of Coastal Carolina and the public school system in the CCA service area. The Boys' and Girls' Clubs utilizes six sites, five of which are public school facilities, throughout Carteret and Craven Counties. Currently, the Boys' and Girls' Clubs of Coastal Carolina hosts more than 400 youth ages 6-18 in five cities within the two counties, which includes programming during summer months. The local Boys' and Girls' Clubs of Coastal Carolina is in the process of expanding into other areas in Craven County. In addition to partnerships with the Boys' and Girls' Clubs, other collaborations include: North Carolina Cooperative Extensions in our service areas (youth and staff training), Eastern Carolina Behavioral Health Services, community colleges (sponsors volunteers), city and county parks & recreation, Foster Grandparents Program (Senior Tutors/Mentors), Arts Councils, and faith-based organizations.

The Family and Children's Services team meets periodically with high school guidance counselors and social workers to assist with providing resources, recruiting, or making referrals for students and their families.

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The program also is a resource for local Workforce Investment Act Youth programs, Guardian Ad Litem, Preferred Alternatives and community colleges. The staff will continue to actively encourage and assist students living in public housing by offering workshops on teenage pregnancy prevention, developing healthy relationships, job readiness, college resources and college preparedness.

10. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

The agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services is carried out through community outreach and education. The Self-Sufficiency program is committed to empowering low-income individuals to help them to navigate available resources to improve their and enrich their lives. In September 2014, approximately Head Start parents, several who also are Self-Sufficiency participants, attended "Family Law on Custody" workshop at the Havelock Tourist Center, sponsored by the Family and Children's Services program, instructed by Attorney Nakia Davis, Law Professor at North Carolina Central University, Durham, NC. Since 2011, Family Development Specialists have partnered with Legal Aid of North Carolina and Child Support Enforcement of Craven County to provide free legal advice to low-income individuals, which includes several persons who are elderly and disabled raising their grandchildren. With the success of these partnerships, the Family Development Services team will continue to make legal assistance an integral component of the program's family and community outreach services.

The method for referring eligible parents to the Child Support Office is through an active referral system. During the intake process, case managers discuss with applicants their options to seek financial support from non-custodial parents. Applicants are provided a referral form from the agency, which is to be presented during their initial visit to meet with a child support officer. Family Development Specialists will transport participants if necessary, and will also assist participants with conducting follow-up regarding their case. Through the efforts of Family Development Specialists working with single parents and Child Support officers at the Department of Social Services, four participants received an average of \$8,000 in back pay for child support.

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Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2019-June 30, 2020

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

Poverty Cause Name: Barriers to Self-Sufficiency

Poverty Cause Rank: Number one issue of persistence in the causes of poverty

From this information the agency will address the lack of available resources to helping low-income individuals and families to become economically self-sufficient.

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

(A) Explain why the problem exists.

The cause of poverty in rural communities in Carteret, Craven, Jones and Pamlico counties remains stagnant as a result of low wages, coupled with the lack of public transportation which presents even more barriers to self-sufficiency. Additionally, the lack of abundant employment resources in our service areas creates barriers for low-income people to rise above poverty. This trend has increased significantly with the current trends in the national economy. Within the four-county service area, retail businesses and small manufacturing companies continuously reduce staff and lose profits, leaving very little or no creation of jobs in the communities in all of these counties. Manufacturing, retail, and construction businesses rank as the top three employers in all four of the rural counties that we serve. According to the *Bureau of Labor Statistics (2015)*, statistics in the service areas peaked at an average of 6.4% for the unemployment rate. Cherry Point Marine Corps Air Station, located centrally between Carteret and Craven counties is perhaps the largest employer in our service area, with approximately 3,700 wage earners, consisting of military personnel and civilian employees. One ongoing issue is the largest employers in Carteret and Craven counties laying-off hundreds of people at intervals, thus, making the percentages of the working poor even higher. In Carteret County, the largest manufacturing company, Atlantic Veneer, produces lumber, softwood veneer, plywood and hardwood materials. The largest non-manufacturing employer is the public school system followed by the general hospital. In Craven County, the largest manufacturing company, Hatteras Yachts, builds luxury watercraft, and the largest non-manufacturing employer in Craven County is the public school system. Changes with organizational restructuring and downsizing with these largest employers in the service area have adversely affected the local economy as well as those wage earners who needed to provide for their families.

In Jones County, Marine and Industrial Plastics is the largest manufacturing employer. There are only a handful of retail jobs and seemingly no growth potential in this region. The lack of available jobs in this county determines a need for better job opportunities, especially since this county ranks very low in the state for the percentage of full-time permanent employment opportunities. The Jones County Economic Development Council indicated reports that an annual average of 3,000 people who live in Jones County travel to other counties to earn a living. This is relatively the same for Pamlico County. There are no major medical centers or a general hospital, thus the public school system is the largest non-manufacturing

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Agency Strategy for Eliminating Poverty

employer in both Jones and Pamlico Counties.

Poverty exists in the four-county service area primarily because of the serious problems of underemployment and the growing statistics of unemployment in rural towns. According to the North Carolina Labor Market Information, unemployment rates for 2013 for the four counties averaged approximately 6.4%. The chart below indicates a comparison of unemployment rates between the state and the service areas in need of more employment resources for the unemployed:

North Carolina	Carteret	Craven	Jones	Pamlico
5.9%	6.7%	6.5%	6.1%	6.3%

Essentially, this means that out of the nearly 60,000 persons in the workforce in Carteret, Craven, Jones and Pamlico counties there were an average of 5,400 individuals out of work within the last year. This further contributes to the causes of poverty in each of these four counties as the poverty statistics continue to remain above 10% of the total population for the county for the past five years (United States Census Bureau).

A Community Assessment was developed to gather information to determine the most critical needs for those in poverty. The assessment began in March 2015 and was completed in June of the same year. A distribution of more than 500 surveys was submitted to low-income individuals, community partners and staff for completion, as well as approximately 600 surveys were distributed to Head Start and Early Head Start parents. Data collected from the surveys disclosed information that confirmed the needs of low-income families, particularly those already enrolled in programs at Coastal Community Action, Inc. (CCA) and several participants enrolled in programs with CCA partnering agencies. Summarizing the data, the greatest needs are indicated by Employment, Child Care, Transportation, Education, Health Care, and Mental Health resources. The lack of transportation resources for securing employment and the need for quality, affordable child care proved to be the indicators that survey participants need most, and fall in line with the need for employment resources, which is the greatest need. Individuals also expressed the need for additional funds to purchase gasoline, maintenance/repairs and to be able to pay for car insurance to travel to and from work. Employment that pays more than minimum wage ranked as high as transportation, as both are equally important if families expect to move out of poverty.

(B) Identify the segment of the population and give the number of people experiencing the problem.

The segment of the population experiencing poverty is confirmed by factors of areas with seasonal employment, unemployment, jobs with low wages, the lack of necessary skills for higher paying jobs, and the lack of affordable housing all of which are causes of persistent or generational poverty. Carteret and Craven counties offer seasonal employment as they are known to attract thousands during the peak months for tourism. The tourist season provides temporary employment for at least four months. Although funds flow through these counties, during the off-season, individuals are not able to make enough money for their

**Community Services Block Grant Program
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Agency Strategy for Eliminating Poverty

household obligations. A big concern is with children living in households where the wage earner does not earn enough to make a living wage. This is also coupled with a high percentage of poor people lacking the financial literacy skills to manage their limited resources.

Census quick facts estimates report the population for Carteret County is over 68,434 with nearly 14.4% (or 9,855) of households living below poverty. More than 88% have at least a high school education and only about 24% have obtained a Bachelor's Degree or higher. The Craven County population at approximately 104,489 reveals nearly 17% (or 17,763) residing in the county and living below poverty. This percentage reflects an increase of more than 3,000 people living in poverty in the county. At least 87% have a high school education and only about 21% have obtained a Bachelor's Degree or higher. The small county of Jones records a population of 10,215 and 17% (or 1,737) live below poverty. Approximately 84%, ages 25 or older have completed high school, with only 11% obtaining a Bachelor's degree or higher. Pamlico County has a population of 12,953 and a below poverty rate of 14% (or 1,813). At least 86%, ages 25 or older, completed a high school education and only 19% have a Bachelor's Degree or higher. Although in some counties in the service area poverty has slightly decreased, and the number residents in each county earning high school diplomas and degrees of higher learning has increased, the causes of poverty remain as unemployment rates increase in these rural areas. Moreover, needs assessments trends indicate that several residents in rural communities relocate to metropolitan areas for better job opportunities. Additionally, programs such as Self-Sufficiency will offer resources and support to help motivate and provide assistance to help targeted low-income families and individuals in rural areas to meet their needs.

Still, other causes of poverty are insufficient resources for public transportation, lack of affordable housing and additional child care assistance. These barriers create the stress of having to search for job opportunities and even keeping a job for poor people. Carteret County offers transportation to the public with the Carteret County Area Transportation System (CCATS). In Craven County, the Craven Area Rural Transit System (CARTS) has a subsidized rural transport system for use throughout Craven, Jones, and Pamlico counties. Taxi services are also available, but are relatively expensive for low wage earners. Several taxi service owners have collaborations with various human service agencies for low-income clients, but these existing services do not meet the need. The Section 8 HUD Family Self-Sufficiency program provides funds for transportation for program participants, but the average amount of assistance is limited and more grant funds are needed to help participants meet their goals.

(C) Provide demographic information of those adversely effected inclusive of:

- (a) Gender
- (b) Age
- (c) Race/Ethnicity for the agency's service area

Demographic information of those adversely affected in the service area is described from the most recent Community Services Block Grant/Information Survey for Coastal Community Action, Inc. (CCA). As a poverty fighting organization, data was collected from all programs under the umbrella of CCA, including households at 200% of poverty and below:

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OEO Form 210, (continued)**

Agency Strategy for Eliminating Poverty

There were 2,943 individuals that received one or more services, directed for low-income citizens. 1,009 male, and 1,934 females age 0-70-plus. These individuals represented 2,084 families. Of those households, 766 were headed by single females, and only 74 represented single fathers raising their children, and 293 were two-parent households. More than 1,300 of the individuals reported having no health insurance. Racial breakdown consisted of 1,135 Caucasian, 1,322 African American, 194 Hispanic/Latino, 110 Multi-racial, 103 Other, 71 Asian, 4 Native American or Alaska Native, 4 Native Hawaiian/Pacific Islander. Of the 2,084 households 78 reported being homeless, 1,444 rent their homes, only 411 own their homes and 151 reported living in either a mobile home, tent or in an overcrowded substandard house with others.

Capitalizing on families who express the sincerest desire to rise above poverty will require careful planning for family development to produce outcomes. Direct assistance with transportation, child care, finding and keeping employment, landing employment with benefits, obtaining affordable housing, earning basic academic and higher education degrees will increase the likelihood of families managing through critical times. Based on family intake information from programs within the agency such as Early Head Start/Head Start, Section 8 HUD, Weatherization, Single Family Rehabilitation and the variety of senior services programs, eradication of barriers in our service area will require "one-stop" service to assist qualified individuals and families toward establishing a meaningful plan of action to guide them out of poverty and into economic self-sufficiency. With an aggregate number slightly at 900 children enrolled in our Head Start/Early Head Start and NC Pre-K programs, a great deal of attention will be focused on case management for Head Start families to help them meet their basic needs to seek self-sufficiency as an option for improving their economic situations.

On-going planning and assessments, collaborative efforts, periodic home visits, mentoring, self-help seminars/workshops and strong family support initiatives to build relationships and earn participants' trust will be utilized to provide intense case management. Partnerships with agencies and the faith community are necessary for leading families toward successful family management. CCA will provide financial assistance, support services, counseling, referrals, workshops, seminars, and advocacy for those who demonstrate the most acute need in keeping employment, managing finances, dealing with crisis, and most of all becoming self-sufficient, while at the same time, demonstrate the greatest desire to improve their lives. Teaching families to manage resources for crises by offering self-help workshops, seminars and community events will allow greater anticipation of expected outcomes.

(D) Explain how the persons are adversely affected.

Low-income citizens in the service area are adversely affected, as the results of the Community Assessment demonstrate perspectives that reflect low-to-moderately low socioeconomic households, the need and importance of better employment and employability resources, affordable child care, safe, adequate and affordable housing, transportation and services and supports to achieve economic stability. There is no local bus service in the four-county area. Two local providers, Craven Area Rural Transit System (CARTS) and Carteret County Area Transportation System (CCATS) offer local transit. CARTS services target the general public with special emphasis on the elderly and/or handicapped residents of Craven, Jones and Pamlico counties and operates from 5 AM to 6 PM Monday thru Friday. Scheduled routes are based on the requirements of the Human Service Agencies served by the system (i.e. Social Services (DSS), Coastal County Enterprises (CCE), Port Human Services, Senior Citizen's Centers, Work

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Agency Strategy for Eliminating Poverty

First, etc.). The general public may access the service on a space available basis for fares ranging from \$1.00 to \$6.75 according to zoned distances. CARTS fleet consists of 32 vehicles, including 19 specially modified vans to accommodate the elderly and/or handicapped, 5 standard vans, 5 mini-buses and 3 sedans.

The prohibitive cost of housing for low-income families leads to frequent evictions, moving, multiple families living cramped into one house, and homelessness. Low wages, WFFA and TANF often is not enough to make ends meet. The waiting list for HUD and other subsidized housing developments average nine months-to-3 years from the date of the initial application. Additionally, childcare is needed during non-traditional work hours to help low-income working parents sustain employment. Agencies are encouraging quality childcare providers to extend services for weekend and night hours to help parents in need of assistance while they work and try to educate themselves for higher paying jobs. Records at local Departments of Social Services state that there are an estimated 6,200 children under the age of 18 living below poverty in our service areas. Over 2,000 households are headed by single female-households who live below poverty while trying to make ends meet to provide for their children. A percentage of these families receive Food Stamps, Medicaid or NCCHIP (North Carolina Children's Health Insurance Plan), WFFA (Work First Family Assistance) or TANF (Temporary Assistance to Needy Families) and child care payment assistance. While some may live in subsidized housing and receive supplemental payments for utilities, with the rising cost of living, these types of assistance still are not enough to cover all household expenses, particularly those who may not be eligible.

The stakes are high in rural communities for low-income individuals and families striving to attain greater opportunities to move out of poverty. Breadwinners need various means to be successful in retaining employment and attending school beyond high school to earn wages higher than minimum wage.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Head Start/Early Head Start NC Pre-K, Child Care Services	Provides child care, education, dental, nutrition and family services to families enrolled in the program.
Weatherization/HARRP	Provides assessments and repairs to make homes energy efficient replaces and repairs heating appliances
Duke Energy Assistance	Provides energy efficiency assessments and repairs or replaces home appliances to families who are Duke Energy consumers for their electrical power service

**Community Services Block Grant Program
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OEO Form 210, (continued)**

Agency Strategy for Eliminating Poverty

Single Family Rehabilitation	Provides assessments and repairs to bring homes up to housing codes for the home owner
Urgent Repair	Provides housing repairs, wheel chair ramps
Heating Air Appliance Repair Replacement	Provides appliances, heating/cooling units to eligible families or individuals
HUD Section 8 Housing	Provides housing rental assistance, family self-sufficiency project, and home ownership education to low-income persons and/or families in Carteret County
Retired Senior Volunteer Program	Volunteer opportunities for retired senior citizens; also provides transportation services for seniors and disabled veterans for medical appointments
Senior Companions Program	Volunteer opportunities for senior citizens to work with disabled seniors
Foster Grandparent Volunteers	Volunteer opportunities for senior citizens to work with children in educational settings

b. Community Resources:

Hope Mission/Christian Ministries	Association of churches in Carteret County provide emergency assistance for food, utilities, rent, etc. on a limited basis; provides emergency shelter and life skills training
Salvation Army	Provides crisis assistance for clothing, shelter, fuel, and utilities to families living in Carteret, Craven, Jones and Pamlico counties
White Oak Ecumenical Outreach Ministries	Provides assistance for food, clothing, shelter, utilities, life skills classes, job training, and counseling to residents in parts of Carteret County
Matthew 25/St. James Ministries	Provides crisis assistance to residents in Newport; operates a thrift store and provides attire for participants seeking employment

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Agency Strategy for Eliminating Poverty

Second Blessings	Operates a thrift store and outreach ministry by providing crisis assistance, counseling, and clothing for participants seeking employment in Carteret County
Religious Community Services	Provides emergency shelter and assistance for food, utilities, rent, etc. on a limited basis to residents in Craven, Jones and Pamlico counties
Vanceboro Christian Help	Provides emergency assistance for food, utilities, rent, etc. on a limited basis to residents in Vanceboro
Faith Tabernacle of Praise	Provides mobile Food pantry, crisis assistance and counseling to residents in Carteret and Craven Counties; operates a local thrift store
Interfaith Refugee Ministries	Provides food, clothing, transportation, language assistance, education and other resources for Asian populations resettling in Craven County
Department of Social Services	Provides TANF, Food Stamps, crisis assistance, transportation, Medicaid, child and adult services, and child care to eligible applicants in Carteret, Craven, Jones and Pamlico Counties
Domestic Violence Shelter	Provides temporary shelter, food, clothing, counseling, and supportive services for abused and battered women and children in Carteret County
Carteret County Area Transit System	Limited transportation services available for Carteret County residents
Craven Area Rural Transit System	Transportation services for residents in Craven, Jones, and Pamlico
Division of Workforce Solutions	Provides information and referrals for employment, job counseling, job readiness and employment services; provides services for the employable disabled persons; sponsors JobLink Career Centers in Carteret County, and Craven County serves Jones and Pamlico Counties

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Agency Strategy for Eliminating Poverty

Vocational Rehabilitation	Provides counseling, evaluation, job training, and job placement in Carteret, Craven, Jones and Pamlico counties
Community College System	Two-year degree college programs and employment Training and human resources, specialized career certifications, scholarships, GED and Adult High School, literacy campaigns, basic skills training, continuing education, technical training, online learning, and satellite four-year university programs; Carteret Community College, Craven Community College, Pamlico Community College, and Lenoir Community College, which provides an education site in Jones County; JobLink Career Centers also are available within community colleges
Onslow Carteret Behavioral Health Care	Provides counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children
Port Human Services, Inc.	Provides counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children
Rapid Re-entry Housing Program	Provides assistance to families through housing support, case management and continuum of care for the prevention of homelessness
Shelter-Plus Care	Provides rental assistance for individuals with physical and mental disabilities
Promise Place	Provides temporary shelter, education, support and awareness for families experiencing domestic violence
Preferred Alternatives, Inc.	Provides mentoring, counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children
VH Transitional Housing	A residential facility for rehabilitating adults; provides a life-skills program

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OEO Form 210, (continued)**

Agency Strategy for Eliminating Poverty

Consumer Credit Counseling Services	Provides housing, financial and default mortgage loan counseling and prevention; credit management and debt reduction assistance; education assistance for home ownership
Legal Aid of North Carolina	Provides education, guidance, counseling and legal assistance to on behalf of low-income individuals

(F) Resources Needed:

a. Agency Resources:

Coastal Community Action, Inc.-\$307,807 scheduled for FY 2019-2020. This amount is needed from the North Carolina Department of Health and Human Services, Division of Social Services/Economic and Family Services to provide comprehensive services for families and individuals enrolled in Family Development Services projects through the Community Services Block Grant

b. Community Resources:

1. Funds in the amount of \$232,000 per year to provide shelter to 100 displaced persons/families for 30 days or less. This estimate is based on the operating costs of two area shelters before they closed and the additional need they were unable to provide, and also costs associated with providing at least 20 homeless families with children, with approximately 60 days of temporary shelter, until leased-up for housing through Section 8 HUD Rental Assistance.
2. Rental assistance funds in the amount of \$120,000 per year to provide assistance for deposits (including water, fuel, and electricity) for applicants who are qualified at the time of their application for rental assistance.
3. Funds in the amount of \$35,000 per year to provide supplemental funding to single parents for day care services for approximately 28 children, so that parents can attend full-time education and training programs, including job counseling and placement services.
4. Funds to provide transportation to work and educational training sites for ten (10) individuals per year at a cost of \$14,000.

5. Funding in the amount of \$500,000 annually from HUD to develop an employment project targeting high school drop-outs residing in public housing communities.
6. Grant funds for approximately \$20,000 per year for the next five years to operate an asset building project to educate participants and the community in financial literacy in preparation for homeownership.
7. An additional \$100,000 to assist 25 individuals to avoid foreclosure of their homes, to provide matching-funds in down payment assistance for low-income individuals purchasing a home for the first time, and to become a certified HUD Housing Counseling Agency.

Section III: Objective and Strategy

(G). Long-Range Goal:

To move at least 27 individuals/families participating in the Self-Sufficiency Family Development program above the Federal Poverty Income Guidelines by June 30, 2020.

(H). Strategies for Objective: Strategies for Achieving Long-Range Goal:

- Identify needs of target population on a continuum
- Identify level of need per household by using family surveys and needs assessments
- Manage families on a case-by-case basis
- Create a network of service delivery
- Operate consistently on a self-sufficiency plan for family development
- Coordinate existing services in each county base
- Empower individuals with necessary skills to become self-sufficient
- Establish network with faith communities
- Maintain advocacy for low-income residents to sustain employment
- Create partnerships with businesses in search of employers
- Plan and participate in Career Fairs to show support of participants in their search for employment

- Collaborate with employers and JobLink Career Centers to encourage on-the-job-training for individuals with limited job skills
- Educate clients through workshops, seminars, and community activities and resources

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self-Sufficiency Family Development						
2. Poverty Cause Name:	Barriers to Self-Sufficiency						
3. Objective Statement:	To move at least 27 individuals/families participating in the Self-Sufficiency Family Development program above the Federal Poverty Guidelines by June 30, 2020.						
4. Selected Strategy:	Operate consistently on a self-sufficiency plan for family development to empower individuals with necessary skills to become economically independent.						
5. Project Period:	July 1, 2019	To	June 30, 2020	Plan Year	3	of	3
6. CSBG Funds Requested for this Project:	\$307,807						
7. Total Number Expected to Be Served:	175						
a. Expected Number of New Clients	50						
b. Expected Number of Carryover Clients	50						
Section II: One-Year CSBG Program Objective and Activities							
Activities	Position Title(s)	Implementation Schedule					
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter		
Objective: Provide comprehensive self-sufficiency family development services for 175 families and/or individuals for fiscal year 2019-2020	Family Development Specialists PFCE Manager	100 7/1/2019-6/30/2020 9/2019	(+50) 150 7/1/2019-6/30/2020 12/2019	(+25) 175 7/1/2019-6/30/2020 3/2020	(25) 200 7/1/2019-6/30/2020 6/2020		
Operate program to provide support services and financial assistance to 175 qualified families to prepare them for economic enhancement and self-sufficiency.	Family Development Specialists PFCE Manager	100 7/1/2019-6/30/2020 9/2019	(+50) 150 7/1/2019-6/30/2020 12/2019	(+25) 175 7/1/2019-6/30/2020 3/2020	(25) 200 7/1/2019-6/30/2020 6/2020		
Assist participants with developing a plan to utilize services outside of CSBG Family Services and other CCA programs.	Family Development Specialists Family and Community Administrator	7/1/2019-6/30/2020 9/2019	7/1/2019-6/30/2020 12/2019	7/1/2019-6/30/2020 3/2020	7/1/2019-6/30/2020 6/2020		
Establish linkages between county agencies, private and faith-based organizations to expand program assistance.	Family Development Specialists Family and Community Administrator	7/1/2019-6/30/2020 9/2019	7/1/2019-6/30/2020 12/2019	7/1/2019-6/30/2020 3/2020	7/1/2019-6/30/2020 6/2020		
Evaluate implementation of updated policies, procedures and reporting outcomes for families.	Family Development Specialist, Family Support Coordinator, Family and Community Administrator PFCE Manager Deputy Program Director Program Director	7/1/2019-6/30/2020 9/2019	7/1/2019-6/30/2020 12/2019	7/1/2019-6/30/2020 3/2020	7/1/2019-6/30/2020 6/2020		

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities		Position Title(s)		Implementation Schedule		
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Screen applicants, assess needs, determine eligibility, set-up comprehensive services plan and enroll for program participation for 50 new participant families/individuals.	Family Development Specialists PFCE Manager	75 7/1/2019- 6/30/2020 9/2019	(+25) 100 7/1/2019 6/30/2020 12/2019	(+50) 150 7/1/2019- 6/30/2020 3/2020	(+25) 175 7/1/2019- 6/30/2020 6/2020	
Manage each family case-by-case, provide support, guidance and direct financial assistance with available funds on an as needed basis.	Family Development Specialists	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Continuously evaluate and assess the construction of one comprehensive family services model to include all CCA programs that share common families	Family Development Specialists Family and Community Administrator	7/1/2019- 6/30/20 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Provide human resource development training and counseling to program participants to facilitate job procurement.	Family Development Specialists	7/1/2019- 6/30/20 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Provide financial literacy instructions to 20 participants striving to save a portion of their income to become home owners, purchase a vehicle, attend college to earn a post-secondary degree or start a business.	Family Development Specialists Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	8 7/1/2019- 6/30/2020 12/2019	+8 (16) 7/1/2019- 6/30/2020 3/2020	+4 (20) 7/1/2019- 6/30/2020 6/2020	
Research and obtain other sources to match participant savings "dollar-for-dollar".	Family Development Specialists	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
DIRECT ASSISTANCE/SUPPORTIVE SERVICES Provide payments for direct supportive services to 120 families or individuals living in Carteret, Craven, Jones & Pamlico counties on an "as needed" basis and the availability of funding, and enrolled in the Self-Sufficiency program.	Family Development Specialists PFCE Manager Deputy Program Director Program Director	30 7/1/2019- 6/30/2020 9/2019	+30 (60) 7/1/2019- 6/30/2020 12/2019	+30 (90) 7/1/2019- 6/30/2020 3/2020	+10 (100) 7/1/2019- 6/30/2020 6/2020	
Direct Supportive Services will include Case Management: Conduct intake, interview, needs assessment and service planning for all applicants.	Family Development Specialists PFCE Manager	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Develop comprehensive services plan to be utilized through coordination of existing services.	Family Development Specialists PFCE Manager	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Review applications, approve case management procedures and accept families/individuals for program participation.	Family and Community Administrator PFCE Manager	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Forward enrollment letter to new participant, or re-enrollment letter to continuing participant family. Provide referrals, support and follow-up. Conduct initial home visit within 30 days of acceptance.	Family Development Specialists Family and Community Administrator PFCE Manager	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities		Position Title(s)	Implementation Schedule			
			First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Provide program orientation for 100 new participants for Self-Sufficiency.		Family Development Specialists PFCE Manager	25 7/1/2019- 6/30/2020 9/2019	(+25) 55 7/1/2019- 6/30/2020 12/2019	(+25) 95 7/1/2019- 6/30/2020 3/2020	(+5) 100 7/1/2019- 6/30/2020 6/2020
Employment Coordinate with community colleges, Vocational Rehabilitation, Employment Security Commission, interagency councils, housing authorities, and Departments of Social Services to provide employment workshops for job readiness, employment counseling, training information, and human resource development. Participants must attend at least one employment readiness workshop during the program year, and provide proof of attendance, with the agenda and signature of the workshop trainer to the FDS.		Family Development Specialists Family and Community Administrator	5 7/1/2019- 6/30/2020 9/2019	(+10) 15 7/1/2019- 6/30/2020 12/2019	(+15) 30 7/1/2019- 6/30/2020 3/2020	(+10) 40 7/1/2019- 6/30/2020 6/2020
Coordinate with Division of Workforce Solutions, JobLink Career Centers, Eastern Carolina Workforce Development Professional Association and community colleges to assist participants with job development, job placement, employment/ career counseling, and also to promote Career/Services Fairs.		Family Development Specialists Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Coordinate with partner agencies to ensure participants have appropriate attire for job search and job interviews. Participants must submit a job search form listing all businesses where applications and/or interviews were completed, including signature of authorizing official at least once per week during the job search		Family Development Specialists Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Education and Support Services Assist participants with researching appropriate educational institutions for Basic Skills Training, GED Programs, remedial education, literacy, colleges, universities and other institutions of higher learning and training.		Family Development Specialists Family and Community Administrator	5 7/1/2019 6/30/2020 9/2019	(+10) 15 7/1/2019- 6/30/2020 12/2019	(+5) 20 7/1/2019- 6/30/2020 3/2020	(+5) 25 7/1/2019- 6/30/2020 6/2020
Seek out additional assistance for tuition, books, materials, and fees on an "as needed" basis for participants and approve case-by-case depending participant's status of compliance with the program.		Family Development Specialists Family and Community Administrator	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Transportation Provide limited financial assistance for gasoline, car repair inspections, insurance, driver's license, or other transportation related needs for participants to operate a motor vehicle to attend school, work or medical appointments as approved by the PFCE Manager and program director.		Family Development Specialists PFCE Manager Program Director	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Purchase tickets through county transportation services for participants not eligible for transportation vouchers through DSS or other public and private agencies.	Family Development Specialists PFCE Manager	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020

**Community Services Block Grant Program
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One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Housing Partner with Section 8 HUD programs and Public Housing Authorities to ensure families secure safe, standard housing.	Family Development Specialists Family and Community Administrator	5 7/1/2019 6/30/2020 9/2019	(+10) 15 7/1/2019- 6/30/2020 12/2019	(+15) 30 7/1/2019- 6/30/2020 3/2020	(+10) 40 7/1/2019- 6/30/2020 6/2020	
Outreach Provide workshops and include print materials as resources to motivate with self-help in the areas of legal issues, financial management, credit counseling, career and employment readiness, conflict resolution and crisis intervention to Head Start Parents for Self-Sufficiency program recruitment.	Family Development Specialists Family and Community Administrator	7/1/2019- 6/30/20 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Coordinate with community colleges, faith-based agencies, public housing authorities, and DSS to provide self-help workshops and seminars for low-income individuals and families.	Family Development Specialists Family and Community Administrator	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Collaborate with Salvation Army, Fraternal Order of Police, military assistance programs and local churches to provide toys, gifts, clothing, school, supplies and backpacks for Back-to-School Distributions and Christmas projects for families enrolled in the program.	Family Development Specialists Family and Community Administrator	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2019 6/2020	
Operate satellite sites for staff availability to provide services throughout the four county service area at Head Start centers, JobLink Career Centers, Jones County DSS and New Bern Housing Authority.	Family Development Specialists	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Information & Referral Develop a system for coordinating a variety of services with other agencies and organizations in the service area.	Family Development Specialists Family and Community Administrator	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Refer participants on an "as needed" basis for medical and mental health counseling and therapy services.	Family Development Specialists	7/1/2019- 6/30/2020 9/2019	7/1/2019 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Conduct follow-up on all referrals for participants.	Family Development Specialists Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Crisis Intervention Provide payments for 50 Head Start/Early Head Start families with children enrolled in the program at CCA. Services will be provided using a case management approach to support, stabilize and promote the well-being of families with children. Referrals and support services will be available to all Head Start families.	Family Development Specialists PFCE Manager	10 7/1/2019- 6/30/2020 9/2019	+20 (30) 7/1/2019- 6/30/2020 12/2019	+10 (40) 7/1/2019- 6/30/2020 3/2020	+10 (50) 7/1/2019- 6/30/2020 6/2020
Manage each family case-by-case, provide support in goal-setting, guidance and direct financial assistance with available funds on an as needed basis.	Family Development Specialists\ PFCE Manager	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Provide information and arrange for participants to attend workshops and seminars for Life Skills Training, Acquiring Positive Parenting Skills, Healthy Relationships, money management, tutoring, counseling, and other events related to helping individuals and families to help themselves.	Family and Community Administrator Family Development Specialists	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Housing Stabilization and Support Services Provide payments for housing and utility deposits, rental assistance to avoid evictions, and mortgage payments to avoid foreclosures for 80 individuals/families living in Carteret, Craven, Jones and Pamlico counties experiencing loss of employment, a disability, or other hardship.	Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Assist families to avoid a crisis situation by working with other agencies to provide food, clothing, shelter and utilities, medical, dental, and prescribed medications.	Family Development Specialists	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Partner with HUD, public housing authorities, community development corporations, Habitat for Humanity, Self-Help, Single Family Rehabilitation, and Consumer Credit Counseling to provide housing resources and options, and conduct Home Ownership workshops for participants and community at-large.	Family Development Specialists Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2019	7/1/2019- 6/30/2020 6/2019
Work with Weatherization programs to provide outreach for energy efficiency education, assessments, and inspections for participants and the community at-large.	Family Development Specialists Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Involve services of Legal Aid, Self-Help, lending institutions, mortgage companies and real estate agents to provide additional supports to assist families to maintain safe, affordable housing.	Family Development Specialists Family and Community Administrator	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Conduct follow-up on all referrals for participants.	Family Development Specialists Family and Community Administrator	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Staff Development and Training Plan, coordinate and conduct in-service trainings for Family Development Services staff within the Family & Children's Services Department at CCA.	Family and Community Administrator PFCE Manager Program Director	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Research and inform staff of upcoming training opportunities to enhance and improve job performance and delivery of services to participants.	Family and Community Administrator PFCE Manager Program Director Deputy Program Director	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Attend training sessions for professional and specialized certifications, continuing education credits and advanced degrees.	Program Director Deputy Program Director PFCE Manager Family and Community Administrator Family Development Specialists	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Approve financial assistance for staff to obtain higher education in accordance with education assistance policies at CCA.	Deputy Program Director Program Director	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Attend meetings, councils, and events related to the improvement of agency networking, family services and other related activities to help families and the community.	Program Director Deputy Program Director PFCE Manager Family and Community Administrator Family Development Specialists	7/1/19 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Conduct interviews, performance evaluations, administer disciplinary actions if needed, and ensure that staff remains in compliance with federal labor standards and CCA Personnel Policies and Procedures.	Deputy Program Director PFCE Manager	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020
Volunteer Recruitment, Training and Support Recruit Head Start parents, Self-Sufficiency participants and other qualified members of the community to assist with outreach services, workshops/seminars and special events sponsored by the agency.	PFCE Manager Family and Community Administrator Family Development Specialists	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities		Position Title(s)		Implementation Schedule		
				First Quarter	Second Quarter	Third Quarter
				Fourth Quarter		
Participant Direct Financial Support Provide payments for supportive services for 100 families/individuals participating in goal-setting to work toward self-sufficiency on an "as needed" basis at an average of \$900 per family/individual per year. Support services to include transportation costs, child care, healthcare, medical, dental, life skills training, work uniforms/ tools/supplies, parenting training, educational assistance, incentives and stipends for completing educational and work-related projects; assistance for emergencies and/or household expenses for housing/utilities; and other financial assistance to help families to stay focused on goal achievement. Fund level varies according to each family need. Subject to approval by the Family and Children's Services Program Director. Budget: \$90,000		Family Development Specialists PFCE Manager Program Director		25 7/1/2019 6/30/2020 9/2019	+35 (60) 7/1/2019- 6/30/2020 12/2019	+35 (95) 7/1/2019- 6/30/2020 3/2020
Provide payments for direct supportive services for crisis intervention to 50 families with children who are enrolled in the CCA Head Start/Early Head Start program at an average of \$300.00 per family/individual per year. Services to include alleviation of crisis situations by providing deposits for housing/utilities, avoiding evictions, utility terminations, and child care, crisis assistance for housing, work-related expenses and other needs as approved by the Family and Children's Services Director. Fund level varies according to each family need. Budget: \$15,000		Family Development Specialists PFCE Manager Program Director		15 7/1/2019- 6/30/2020 9/2019	+20 (35) 7/1/2019- 6/30/2020 12/2019	+10 (45) 7/1/2019- 6/30/2020 3/2020
Provide payments for direct supportive services to stabilize 25 individuals who are experiencing hardship as a result of disability and/or job loss at an average of \$200.00 per family/individual per year. Support stabilization services to include deposits for housing and utilities for families moving into affordable or subsidized/public housing and/or participating in the HUD rental assistance program. Additional support services to include transportation costs, child care, crisis intervention, education, work-related expenses and other needs as approved by the Family and Children's Services Program Director. Fund level varies according to needs of each family. Budget: \$5,000		Family Support Coordinator PFCE Manager Program Director		8 7/1/2019- 6/30/2020 9/2019	+8 (16) 7/1/2019- 6/30/2020 12/2019	+6 (22) 7/1/2019- 6/30/2020 3/2020
Approve expenditures for participant services, incentives, stipends and other necessary fees related to promoting the safety, stability and well-being of individuals/families, case-by-case.		PFCE Manager Program Director Asst. Comptroller/CFO Executive Director		7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Internal Compliance Monitoring Conduct weekly site visits at satellite sites by meeting FDSs and FSCs to ensure quality program services, participant eligibility based on income and household size in accordance with OEO requirements, NCAC Title 10A and other state and federal regulations	Family and Community Administrator PFCE Manager Program Director	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Monitor AR4CA, reconcile services using spreadsheets and requisitions submitted for payments to vendors, and original receipts are properly filed every 30 days.	Family and Community Administrator PFCE Manager Program Director	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Review case files and use checklists to ensure completed applications, income calculations, certification of waivers, release of information and all other sensitive forms are documented and secured for participant confidentiality.	Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Develop reporting form for findings during internal monitoring and submit reports to the PFCE manager for review every 30 days, with corrective action plans, to be submitted to the program director.	Family and Community Administrator	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Consistently evaluate local policies and procedures for personnel, fiscal, and program activities to ensure all standards and regulations align with federal and state requirements.	Family and Community Administrator Program Director	7/1/2019 6/30/2019 9/2018	7/1/2019- 6/30/2019 12/2018	7/1/2018- 6/30/2019 3/2019	7/1/2018- 6/30/2019 6/2019	
Complete all reports as scheduled for timely submission and organize and maintain records.	Family and Community Administrator	7/1/2019- 6/30/2020 9/2019	7/1/2019- 6/30/20 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Track and maintain inventory of all equipment purchased with CSBG/OEO funds, and submit status reports every six months to the PFCE Manager.	Family and Community Administrator	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Program Expenditures Approve all expenses related to staff, participants and operational costs.	Program Director Asst. Comptroller/CFO Executive Director	7/1/2019- 6/30/2020 9/2018	7/1/2019- 6/30/2020 12/2018	7/1/2019- 6/30/2020 3/2019	7/1/2019- 6/30/2020 6/2019	
Approve expenditures for participant services, incentives, stipends and other necessary fees related to promoting the safety, stability and well-being of individuals/families, case-by-case.	PFCE Manager Program Director Asst. Comptroller/CFO Executive Director	7/1/2019- 6/30/2020 9/2018	7/1/2019- 6/30/2020 12/2018	7/1/2019- 6/30/2020 3/2019	7/1/2019- 6/30/2020 6/2019	
Plan and implement Annual Celebration of Success to congratulate participants for accomplishing goals, meeting program standards of success, and promoting community awareness of self-sufficiency family development for low-income people. The event serves approximately 200 participants, their families, and community partners.	Family and Community Administrator PFCE Manager Deputy Program Director Program Director	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	
Approve expenditures related to Celebration of Success, Male Involvement Initiatives, and other activities related to the Family and Children's Services Program.	PFCE Manager Program Director Asst. Comptroller/CFO Executive Director	7/1/2019 6/30/2020 9/2019	7/1/2019- 6/30/2020 12/2019	7/1/2019- 6/30/2020 3/2020	7/1/2019- 6/30/2020 6/2020	

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

10. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees are required to complete Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2019-20 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	175
The number of low-income participant families rising above the poverty level.	9
The number of participant families obtaining employment.	25
The number of participant families who are employed and obtain better employment.	6
The number of jobs with medical benefits obtained.	5
The number of participant families completing education/training programs.	10
The number of participant families securing standard housing.	25
The number of participant families provided emergency assistance.	100
The number of participant families provided employment supports.	50
The number of participant families provided educational supports.	20
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	

Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County						
Agency Name: Coastal Community Action, Inc.						
Project Name: Self-Sufficiency Family Development						
County	Carteret	Craven	Jones	Pamlico		Total
Total Planned	40	85	25	25		175

Project Name:						
County						Total
Total Planned						

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

- a. **Board of Directors:** The role and responsibilities of the Board of Directors for Coastal Community Action, Inc. are to govern the administrative operations of the agency, review and approve policies, plans, financial reports, and personnel, human resources and fiscal policies and procedures. The Board consists of the following committees: Executive, Planning, Finance, Nominating, Marketing, 401(k), and By-Laws. Chairpersons are appointed to each committee, which meets monthly to review activities of the agency, policies, practices, and procedures. Each committee reports to the Board on a regular basis regarding various accomplishments and relative progress toward attaining pre-established goals. The quarterly program review is an ongoing process to measure progress of the various projects conducted by the agency. Monthly reports reflect accomplishments within activities of programs and are also used to monitor results of programs relative to stated goals. The Board reviews monthly and quarterly activity reports to determine the extent its programs, projects, and activities are meeting the agency specified goals. These reports are used to determine whether or not planned, measurable objectives are addressing causes of poverty. These reports are reviewed by the Planning Committee then submitted to the full Board. Reports are prepared by the program director, presented to the board then forwarded to the Office of Economic Opportunity.
- b. **Low-Income Community:**
The role and responsibilities of the low-income community are to provide negative and positive feedback concerning their reaction of the programs offered in the community. The poor are encouraged to attend open sessions of all board meetings, participate in needs assessments and evaluations, and to contribute to policy-making and decisions that reflect community needs and values. The low-income community is always welcome to attend and participate in public hearings, planning meetings, board elections for low-income representation and volunteer for projects sponsored by the agency. Members of the low-income population also serve on advisory boards for Section 8 HUD, Senior Services Programs, coordinating committees and the Head Start Policy Council, all of which are programs offered at CCA. With plans to establish a Family Development Services Advisory Council, the low-income community will be given an opportunity to engage in evaluating the Self-Sufficiency program to measure its effectiveness in reaching the target population and achieving program goals.
- c. **Program Participants:**
The role and responsibilities of program participants require that individuals maintain compliance and meet obligations related to the program. Program participants are allowed to measure their own progress by meeting with their assigned Family Development Specialist on a regular basis to complete assessments, track progress, and update the Comprehensive Services Plan. The program participant is responsible for demonstrating a commitment to achieving his or her goal, allow scheduling of home visits, meet program requirements by submitting pertinent documents pertaining to work and school and informing the staff of any changes. The participant is required to communicate his or her needs to the assigned Family Development Specialist or Family Support Coordinator. Each year, the participant is required to review and renew the Family Contract Agreement during an annual assessment. All participants must attend, and prove attendance at workshops and seminars related to the improvement of themselves and their economic status. These workshops are sponsored by the Family Services staff and partner agencies. Program participants also will have the opportunity to actively participate in multidisciplinary meetings with various service providers to receive a broader range of services to help them to attain stability and increase their chances to thrive during their journey to self-sufficiency. This further allows participants to become involved in their own processes. The staff ensures follow-up for all program participants by making home-visits, visiting clients' job sites, and /or by telephone. The staff is committed to operating the program and its activities by complying with the rules, regulations, and codes of the agency and funding source. The program director works closely with the staff to assist with promoting programs and providing assistance in researching poverty statistics and expanding the program.
- d. **Others:**
The role and responsibilities of others, such as CCA, Inc. staff focus on using information from the needs assessment to educate the poor, program participants, and local supporters about the needs of the community, as well as the efforts of the agency. The staff meets regularly to measure overall effectiveness and efficiency of service delivery to program participants. The Family Development Services team consists of the Parent, Family and Community Engagement Manager, Family and Community Administrator, Family Development Specialists and Family Support Coordinators who work collaboratively with various partners to continuously the Family Development Services Model with a dual function to provide comprehensive services for CSBG Self-Sufficiency and Head Start Case Management families. Since the initial phase of this model in 2007, planning and training are on-going to improve the quality of service delivery.

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Monitoring, Assessment and Evaluation Plan**

Checklist forms are the monitoring tools most commonly used to evaluate program efficiency and effectiveness. It is an on-going process for staff to stay up to date on training, new initiatives, programmatic policies and changes in state and federal legislation for serving families. The Family and Children's Services program also conducts an annual self-assessment of all areas of the program, including planning, operations and financial management and governance requirements.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors is reported by the executive director annually. Currently, an electronic survey has been created for access by program participants following agency contact and service delivery. Hard copy surveys are issued to all Family and Children's Services program participants each year and the data is used for planning for the next program year.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

Administrative policies and procedures are monitored by the Board of Directors on a continuum. All revisions, updates and newly added policies, procedures and program requirements are presented to the board for programmatic, fiscal, human resources and all other operational functions within the agency. All documents are revised as needed and submitted for review by the Board of Directors in draft form, and is not authorized for completion until the Board issues final approval for implementation.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors act on monitoring, assessment and evaluation reports members, first by reviewing monthly and quarterly reports submitted by various department heads within the agency, as well as a synopsis of those reports presented at regular Board meetings by the agency's Executive Director. An audit is performed each year by a team of Certified Public Accountants from Petway, Mills and Pearson, PA. This is the most effective tool used by the Board to evaluate the programmatic and administrative aspects of the agency. Also, monitoring and measuring assessments performed by analysts of funding sources, and planning and implementation by Board Committees are key factors to determining and maintaining compliance.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The Board's procedure for conducting an agency self-evaluation is implemented through the use of the annual audit and an analysis of accomplishments per program, through the examination reports and documents provided for each program. The Board is involved in the planning process for all of the agency's programs and requires program accomplishments and measures progress through reports. During regular Board meetings, program policies, financial reports, and personnel procedures are reviewed, discussed and approved or disapproved. These reports are then used to determine the agency's progress toward meeting stated goals and whether or not goals are being met on a timely basis, their relative success in impacting causes of poverty, and making any recommendations effecting policy to the Executive Director. In June 2018, the Board received orientation and training of their responsibilities, and also evaluated and updated the agency's strategic plan for the next five years. The Board also utilizes the Agency Risk Assessment provided through the Office of Economic measuring the processes and systems of Community Action Agencies in North Carolina.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Within the past year, several new members have been inducted into the tri-partite Board of Directors for CCA. The Board's most recent self-evaluation was conducted in July 2018 at Coastal Community Action. Board members, along with the Executive Director in

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Monitoring, Assessment and Evaluation Plan**

collaboration with a professional consultant assessed the strengths and weaknesses of the functions of the Board. Results of the most recent evaluation indicated that with several Board members being new to community action, on-going training is needed regarding programs within the agency. It was also determined that weaknesses exist with the Board regarding the roles and responsibilities of Board Committees. Board members agreed to attend trainings pertinent to their board positions by attending community action training conferences such as the North Carolina Community Action Association (NCCAA) Spring Conference, Annual CAPLAW (Community Action Partnership Legal Association), Annual Community Action Partnership (CAP) and the South Eastern Association of Community Action Agencies (SEACAA) to strengthen their knowledge base and skills as board members.

The next evaluation for the Board is being planned for March 2019. Evaluation for the Board will be based on the overall effectiveness of the agency in serving families, agency capacity, and community responsiveness. The Board will focus on the following:

- 1) Monitoring the agency's performance and outcomes using the Six ROMA National Goals
- 2) Staying well-informed in the operational and provisional aspects of the agency
- 3) Training to maintain strength as the governing body of a community action agency
- 4) Responsibilities for shared governance with the Head Start Policy Council
- 5) Becoming more familiar with eligibility and administrative requirements for all CCA programs

**CONTRACT BUDGET
STATE OF NORTH CAROLINA
OFFICE OF ECONOMIC OPPORTUNITY**

Agency	Archer Action Agency	Effective Period	
		From	To

07/01/19 06/30/20

Revenues

Program Costs	(1) Amount	(2) % of Funds	(3) Source of Funds
1. Maximum Federal Funds	\$307,807	100% %	CSBG
	\$0	0% %	
	\$0	0% %	
2. Maximum State Funds	\$0	0% %	
3. Provider Match Funds - Cash	\$0	0% %	
4. Provider Match Funds - In-Kind	\$0	0% %	
5. State Match Funds - Cash	\$0	0% %	
6. TOTAL PROGRAM COST	\$307,807		

*Total of #1 and #2 Should equal Column 2 Total.

*Line 6 Should equal Column 3 Total.

*Total of #3, #4 and #5 should equal Column 1 Total.

Estimated Expenditures

Object of Expenditures	Column 1	Column 2	Column 3
	Provider / Other* (Cash and/or In-Kind)	Federal/State Funds	Total Program Costs
A. Salaries and Wages	\$0	\$100,359	\$100,359
B. Fringes Benefits	\$0	\$34,706	\$34,706
C. Equipment Purchases - Tangible Property	\$0	\$0	\$0
D. Communication	\$0	\$5,816	\$5,816
E. Space Costs	\$0	\$12,684	\$12,684
F. Travel/Employee Development	\$0	\$11,000	\$11,000
G. Supplies and Materials	\$0	\$5,880	\$5,880
H. Contractual Services	\$0	\$3,500	\$3,500
I. Client Services	\$0	\$110,000	\$110,000
J.	\$0	\$0	\$0
K. Other	\$0	\$2,636	\$2,636
L. Indirect Costs	\$0	\$21,226	\$21,226
M. Totals	\$0	\$307,807	\$307,807

Contract Budget

Supporting Budget Schedules

A. Salary	Provider Staff only (excluding Recipient Transportation Salaries)
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[illegible]

B. Fringe Benefits for Provider Staff listed in A. Salary

- From Pg. 2a of 7 -							
FT or PT Column 1)	Position or Title (Column 2)	Total Cost (Column 9)	(1) Fringe Type (Itemize)	(2) Method of Computation (Itemize)	(3) Match	(4) Federal/ State	(5) Total Cost
FT	FCS Program Director	7,284	FICA	7.65% x Salary	0	557	557
	Total Fringe		UIB	0.8800 x Salary	0	64	64
			Health Insurance	\$630 per month x 12 months x 10%	0	756	756
			Dental Insurance	\$27 per month x 12 months x 10%	0	33	33
			Life Insurance	0.2520 x Salary	0	18	18
			Worker's Comp	0.0238 x Salary	0	173	173
			Disability	0.5600 x Salary	0	41	41
			401(k)	4.000 x Salary	0	291	291
FT	FCS Deputy Program Director	\$6,374	FICA	7.65% x Salary	0	488	488
	Total Fringe		UIB	0.8800 x Salary	0	56	56
			Health Insurance	\$630 per month x 12 months x 10%	0	756	756
			Dental Insurance	\$27 per month x 12 months x 10%	0	33	33
			Life Insurance	0.2520 x Salary	0	16	16
			Worker's Comp	0.0238 x Salary	0	152	152
			Disability	0.5600 x Salary	0	36	36
			401(k)	4.000 x Salary	0	255	255
FT	PFCE Manager	9,916	FICA	7.65% x Salary	0	759	759
	Total Fringe		UIB	0.8800 x Salary	0	87	87
			Health Insurance	\$630 per month x 12 months x 20%	0	1,512	1,512
			Dental Insurance	\$27 per month x 12 months x 20%	0	65	65
			Life Insurance	0.2520 x Salary	0	25	25
			Worker's Comp	0.0238 x Salary	0	236	236
			Disability	0.5600 x Salary	0	56	56
			401(k)	4.000 x Salary	0	397	397
FT	Family and Community Adminis	34,781	FICA	7.65% x Salary	0	2,661	2,661
	Total Fringe		UIB	0.8800 x Salary	0	306	306
			Health Insurance	\$630 per month x 12 months x 80%	0	6,048	6,048
			Dental Insurance	\$27 per month x 12 months x 80%	0	259	259
			Life Insurance	0.2520 x Salary	0	88	88
			Worker's Comp	0.0238 x Salary	0	828	828
			Disability	0.5600 x Salary	0	195	195
			401(k)	4.000 x Salary	0	1,391	1,391
FT	Family Development Specialist	10,501	FICA	7.65% x Salary	0	803	803
	Total Fringe		UIB	0.8800 x Salary	0	93	93
			Health Insurance	\$630 per month x 12 months x 30%	0	2,268	2,268
			Dental Insurance	\$27 per month x 12 months x 30%	0	97	97
			Life Insurance	0.2520 x Salary	0	27	27
			Worker's Comp	0.0238 x Salary	0	250	250
			Disability	0.5600 x Salary	0	59	59

C. Equipment Purchases - Tangible Property

(1) No. of Units	(2) Item **Do not list items with unit cost less than \$500**	(3) Cost per Unit	(4) Match	(5) Federal State	(6) Total Cost
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
Total Equipment - Tangible Property (C.)			0	0	0

D. Communication

(1) Item	(2) Match	(3) Federal State	(4) Total Cost
Landline Telephones = \$32 X 12 months at main Administrative Office	0	384	384
Landline Telephone = \$22 X 12 months at Pamlico Child Development Center	0	264	264
Wireless Internet = \$99 average per month x 12 months at main Administrative Office	0	1,168	1,168
Mobile Devices = \$250 average per month x 12 months for staff use when working remotely	0	3,000	3,000
	0	0	0
Advertising = \$83.33 average per month x 12 months	0	1,000	1,000
	0	0	0
	0	0	0
Total - Communication (D.)	0	5,816	5,816

E. Space Costs

(1) Item	(2) Method of Computation	(3) Match	(4) Federal State	(5) Total Cost
Rent	\$789 per month x 12 months	0	9,468	9,468
Utilities-Electric Service	\$78 average per month x 12 months	0	936	936
Utilities-Water	\$18 average per month x 12 months	0	216	216
Buidling, Maintenance, Lawn/Landscaping, Facility Repairs	\$120 per month x 12 months	0	1,440	1,440
Janitorial and Cleaning Services	\$52 per month x 12 months	0	624	624
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
Attach a copy of current lease if costs are included for rent. If utilities are included, show method of calculation.				
Total Space costs (E.)		0	12,684	12,684

F. Travel/Staff Development				
(1)	(2)	(3)	(4)	(5)
Item	Method of Computation	Match	Federal State	Total Cost
	Conference Registration, Mileage and Meals			
				0
4	North Carolina Community Action Association Conference		2800	2800
				0
4	Family Development/Family Support Services Training		1720	1720
				0
8	Local mileage to attend trainings, meetings, home visits and other		6480	6480
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
		0	11,000	11,000

G. Supplies and Materials			
(1)	(2)	(3)	(4)
Item	Unit Price	Match	Federal State
Office Supplies \$200 average per month x 12 months		0	2,400
Photocopy Supplies \$80 average per month x 12 months		0	960
Computer Supplies \$110 average per month x 12 months		0	1,320
Postage/Packaging \$100 average per month x 12 months		0	1,200
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
Total - Supplies and Materials (G.)		0	5,880

H. Contractual Services				
(1) Item	(2) Method of Computation	(3) Match	(4) Federal State	(5) Total Cost
AR4CA Subscription	Annual Agreement	0	2,800	2,800
Audit Services	Annual Agreement	0	700	700
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
Attach a copy of any contracts or agreements that are already initiated.				
Total Contractual Services (H.)		0	3,500	3,500

(1) Item	(2) Method of Computation	(3) Match	(4) Federal State	(5) Total Cost
Self-Sufficiency	\$900 x 100 families/individuals	0	90,000	
Head Start Case Management	\$300 x 50 families	0	15,000	
Crisis Assistance	\$200 x 25 families/individuals	0	5,000	
		0		
		0	0	
		0	0	
		0	0	
		0	0	
		0	0	
		0	0	
		0	0	
Total Client Services (I.)		0	110000	

(Each Item listed is an Individual Object to be listed on the DSS-1571S Reimbursement Form, Part K)

Please attach a copy of your approved Indirect Cost Rate Plan

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Part V - Allocation By County

A.	County	(1)	(2)	(3)
		Actual	Budgeted	Percent
1	Carteret	92511	\$92,511.00	1
2	Craven	167289	\$167,289.00	1
3	Jones	23214	23,214	1
4	Pamlico	24793	24,793	1
5				
6				
7				
8				
9				
10				

Part VI - Agency-wide Funding Sources

	Provider	Amount
1	CSBG	\$307,807.00
2	Weatherization	\$1,138,371.00
3	HARRP	\$467,853.00
4	Head Start	\$4,769,716.00
5	Early Head Start	\$1,829,237.00
6	USDA	\$364,392.00
7	NC Pre-K	\$385,000.00
8	URP	\$200,000.00
9	Section 8 HUD	\$1,732,114.00
10	Section 8 HUD FSS	\$37,385.00
11	Single Family Rehabilitation	\$499,743.00
12	Foster Grandparent Volunteer Program	\$297,673.00
13	Senior Companion Volunteer Program	\$277,249.00
14	Retired and Senior Volunteer Program	\$56,682.00
	Total	\$12,363,222.00

**CONTRACT BUDGET NARRATIVE
OFFICE OF ECONOMIC OPPORTUNITY
Form 6844N**

Name of Agency: Coastal Community Action, Inc.

Section A – Salaries and Wages

Staff Names and Positions: \$100,359 (Annual salaries charged to CSBG; differences charged to Head Start)

Charlotte Neely, Family and Children's Services Program Director	\$72,835 @ 10% = \$7,284
Suzanne Gifford, Family and Children's Services Deputy Program Director	\$63,741 @ 10% = \$6,374
(Vacant) Parent, Family and Community Engagement Manager	\$49,580 @ 20% = \$9,916
Patricia Benefield-Family and Community Administrator	\$43,476 @ 80% = \$34,781
Stephanie Cox-Family Development Specialist	\$35,004 @ 30% = \$10,501
Diane McMillian-Family Development Specialist	\$35,004 @ 30% = \$10,501
Cheryl Swann-Family Development Specialist	\$35,004 @ 30% = \$10,501
(Vacant) Family Development Specialist	\$35,004 @ 30% = \$10,501

Section B – Fringe Benefits

Fringe Benefits: \$34,706 (Based on percentage of salaries charged to CSBG)

FICA	salary x 7.65%
Unemployment Insurance Benefit	salary x 0.88%
Health Insurance	\$630 per month x 12 months (premium increased from previous year)
Life Insurance	salary x .252%
Dental Insurance	\$27 per month x 12 months
Worker's Compensation	salary x 0.0238% x 12 months
Disability	salary x 0.56%
401 (K)	salary x 4.0%

Section C – Equipment Purchases

Equipment: \$0

Section D – Communication

Communications: \$5,816

- Landline, wireless internet, mobile service, equipment lease, text messages, insurance, taxes
- Advertising/Public Notices/Printing
- Postage/Stamps/Shipping

Section E – Space costs

Space Costs: \$12,684

Rent for office and cubicle space, utilities, building and maintenance repairs, janitorial supplies, and grounds-keeping

Section F – Travel/Employee Development

Travel: \$11,000

Local and Out-of-Area Travel for eight (08) staff to conduct home visits and attend conferences and trainings for staff development 1,200 miles per month average x .45 per mile = \$6,480

Training/Staff Development \$4,520

- North Carolina Community Action Association, Raleigh for four (04) staff to attend: \$2,800
- Other-Family Development/Family Support Services Training for two (02) staff to attend: \$1,720

Section G - Supplies and Materials

Supplies/Materials: \$5,880

- Computer Supplies (printer cartridges, cables, batteries)
- Office Supplies (paper, staples, staplers, cardstock, paper clips, binders, folders, paper clips, pencils, pens, envelopes, cork boards, highlighters, labels, notepads)
- Photo Copier Supplies (toner cartridges, repairs, paper)

Section H – Contractual Services

Contractual: \$3,500

Community Action Opportunities (CAO) 25 Gaston Street Asheville, NC 28801 (828) 252-2495
Web-based Subscription for AR4CA for CSBG Reporting and Maintenance
\$2,800 Annual Fee based on number of users

Petway, Mills & Pearson, PA 806 Arendell Avenue Zebulon, NC 27597 (919) 269-7405
CPA, Audit Services \$700 Annually

Section I - Client Services

Client Services: \$110,000

Self-Sufficiency Family Development Services

Objective: Provide Family Development Services to 175 individuals/families in FY2019-2020 to assist them with achieving economic self-sufficiency. 100 individuals/families participating in employment/education x \$900 average per family = \$90,000

Head Start Case Management-50 HS/EHS families x \$300 average per family = \$15,000

Crisis Assistance-25 elderly and/or disabled x \$200 average per individual family = \$5,000

Section J - N/A
Section K – Other
Other: \$2,636 Insurance and Bonding, Professional Dues, Workshop Materials, Miscellaneous
Section L – Indirect Costs
Indirect Costs at 21.15% approved rate x \$100,359 (salaries) \$21,226